



COUNCIL AGENDA – 20 – 2019 MUNICIPALITY OF HURON EAST
to be held on
TUESDAY, OCTOBER 15th, 2019 – 7:00 p.m.
HURON EAST COUNCIL CHAMBERS

1. **CALL TO ORDER & MAYOR'S REMARKS**
2. **CONFIRMATION OF THE AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **MINUTES OF PREVIOUS MEETING**
 - 4.20.1 Regular Meeting – October 1st, 2019 (encl.) (Pages 4-7)
5. **PUBLIC MEETINGS/HEARINGS AND DELEGATIONS**
6. **ACCOUNTS PAYABLE \$4,119,750.98 (encl.) (Pages 8-17)**
7. **REPORTS & RECOMMENDATIONS OF MUNICIPAL OFFICERS**
 - 7.20.1 Finance Manager-Treasurer/Deputy Clerk – Year-to-Date Financial Statements (encl.) (Pages 18-56)
 - 7.20.2 Finance Manager-Treasurer/Deputy Clerk – RFP Results for Website Re-design and Updates (encl.) (Page 57)
 - 7.20.3 Finance Manager-Treasurer/Deputy Clerk – EFT Processing for Accounts Payable (encl.) (Page 58)
8. **CORRESPONDENCE**
 - 8.20.1. Association of Municipalities of Ontario – advising of submission of report on joint and several liability to the Attorney General for consideration and encouraging municipal council to endorse the report and its recommendations. (encl.) (Pages 59-78)
 - 8.20.2. Seaforth Branch – Royal Canadian Legion – requesting temporary road closure for the Remembrance Day Service on November 11th, 2019 with a parade from the Legion to the Cenotaph. (encl.) (Page 79)
9. **UNFINISHED BUSINESS**
 - 9.20.1 Strategic Planning
 - 9.20.2 Main Street Seaforth – Pedestrian Crossing
10. **MUNICIPAL DRAINS**
11. **PLANNING**
 - 11.20.1 Huron County Planning and Development Department – copy of Planners Report on consent application C67/19 on Lots 75 and 76, Plan 192 and Part of Mary Street, Brussels Ward, Keith Gingerich and David Rapien. (encl.) (Pages 80-84)

- 11.20.2 Huron County Planning and Development Department – copy of Planners Report on consent application C70/19 on Lot 2, Concession 1, LRS, Tuckersmith Ward, Ed and Marianne Van Esbroeck. (encl.) (Pages 85-86)
- 11.20.3 Huron County Planning and Development Department – copy of consent application C72/19 on Part Lot 8, Concession 7, Grey Ward, Gord and Dale Finch. (encl.) (Pages 87-91)
- 11.20.4 Huron County Planning and Development Department – copy of Planners Report on consent application C72/19 on Part Lot 8, Concession 7, Grey Ward, Gord and Dale Finch. (encl.) (Pages 92-94)
- 11.20.5 CAO/Clerk – Site Plan Control Agreement – Lot 25, Concession 11, Except Part 1, Plan 22R-4481, Grey Ward, Miriam Terpstra (encl.) (Page 95)
- 11.20.6 Huron County Planning and Development Department – Site Plan Control Agreement – Lot 25, Concession 11, Except Part 1, Plan 22R-4481, Grey Ward, Miriam Terpstra (encl.) (Pages 96-100)

12. COUNCIL REPORTS

- 12.20.1 Council Member Reports
 - County Council Report
 - Other Boards/Committees or Meetings/Seminars
 - Councillor Zoey Onn – Playground Equipment Updates (encl.) (Pages 101-104)
- 12.20.2 Requests by Members
- 12.20.3 Notice of Motions
 - 12.20.3.1 – Administration Committee (see September 24th, 2019 meeting minutes – agenda item 13.20.10)
 - 12.20.3.1.1 Playground Equipment – MVCA Park (encl.) (Page 105)
 - 12.20.3.1.2 Value Assigned – Sale of Municipal Road Allowances – Policy 1.15 (encl.) (Page 106)
 - 12.20.3.2 – Personnel Committee (see September 30th, 2019 meeting minutes – agenda item 13.20.11)
 - 12.20.3.2.1 Employee Handbook (encl.) (Pages 107-173)
- 12.20.4 Announcements

13. INFORMATION ITEMS

- 13.20.1 Town of Goderich – providing copy of the audited 2018 financial statements for the Mid-Huron Recycle Centre Board. (encl.) (Pages 174-186)
- 13.20.2 Town of Goderich – providing copy of the audited 2018 financial statements for the Mid-Huron Landfill Site Board. (encl.) (Pages 187-203)
- 13.20.3 Seaforth & District Community Centres Management Committee – copy of meeting minutes – September 12th, 2019. (encl.) (Pages 204-205)
- 13.20.4 Association of Municipalities of Ontario – providing updates and highlights on important issues considered at AMO Board of Directors' meetings. (encl.) (Pages 206-209)
- 13.20.5 Ausable Bayfield Maitland Valley Source Protection Region – advising applications will be accepted to fill five vacancies on committee. (encl.) (Pages 210-211)
- 13.20.6 Vanastra Recreation Centre/Day Care Committee – copy of meeting minutes – October 7th, 2019. (encl.) (Pages 212-215)

- 13.20.7 Ontario Provincial Police – providing the OPP municipal policing 2020 Annual Billing Statement package. (encl.) (Pages 216-228)
- 13.20.8 Huron Manufacturing Association – extending an invitation to the 2019 HMA Awards of Excellence Gala on Thursday, November 21st, 2019 at the Brussels Four Winds Wedding & Event Barn. (encl.) (Page 229)
- 13.20.9 County of Huron – advising of Media Training Session on Monday October 28th, 2019 from 9:15 am to 2:00 pm at Central Huron Municipal Office. (encl.) (Pages 230-231)
- 13.20.10 Huron East Administration Committee – copy of meeting minutes – September 24th, 2019. (encl.) (Pages 232-235)
- 13.20.11 Huron East Personnel Committee – copy of meeting minutes – September 30th and October 3rd, 2019. (encl.) (Pages 236-239)
- 13.20.12 Huron County Planning & Development Department – advising of Rural Talks: Climate Change in Huron County on Wednesday, October 23rd, 2019 from 8:30 am to 3:30 pm at the Blyth Memorial Community Hall. (encl.) (Pages 240-241)
- 13.20.13 Association of Municipal Clerks and Treasurers – advising the Minister of Municipal Affairs and Housing has received the regional governance review report. (encl.) (Pages 242-243)
- 13.20.14 Council Expenses – September 2019 (encl.) (Page 244)
- 13.20.15 Huron East/Brussels Community Development Trust – copy of meeting minutes – September 12th, 2019. (encl.) (Pages 245-246)
- 13.20.16 Huron East Economic Development Committee – invitation to launch of “Digging Digital” to be held Friday, October 18th, 2019 at 5:30 pm at the Seaforth Golf Club. (encl.) (Page 247)

14. **OTHER BUSINESS**

15. **BY-LAWS**

- 15.20.1 By-Law 73-2019 – Authorize Agreement – Site Plan Control – Lot 25, Concession 11, Except Part 1, Plan 22R-4481, Grey Ward, Miriam Terpstra (encl.) (Pages 248-262)
- 15.20.2 By-Law 74-2019 – Temporary Road Closures – Seaforth and Brussels Remembrance Day Service Parades (encl.) (Pages 263-264)

16. **CLOSED SESSION AND REPORTING OUT (Section 239 of the *Municipal Act, 2001*)**

17. **CONFIRMATORY BY-LAW**

- 17.20.1 By-Law 75-2019 – Confirm Council Proceedings (encl.) (Page 265)

18. **ADJOURNMENT**

**MUNICIPALITY OF HURON EAST COUNCIL MEETING MINUTES
HELD IN THE COUNCIL CHAMBERS, SEAFORTH, ONTARIO
TUESDAY, OCTOBER 1st, 2019 – 7:00 P.M.**

Members Present: Mayor Bernie MacLellan, Deputy Mayor Robert Fisher, Councillors Alvin McLellan, Dianne Diehl, John Lowe, Zoey Onn, Brenda Dalton, Gloria Wilbee, Larry McGrath, Ray Chartrand and Joe Steffler

Members Absent: nil

Staff Present: CAO/Clerk, Brad Knight
Economic Development Officer, Jan Hawley
Executive Assistant, Janice Andrews

Others Present:

The following were in attendance for the Zoning By-Law Amendment on Parts 1 and 3, RP 22R-5599, Part Lot 25, Concession 1, McKillop Ward.

- Daryl Pol, Developer/Builder, Pol Quality Homes Inc.
- Brandon Flewwelling, MCIP, RPP – Associate, Senior Planner, GSP Group Inc., planning consultant for the applicant

CALL TO ORDER & MAYOR’S REMARKS

Mayor Bernie MacLellan called the meeting to order at 7:00 p.m.

CONFIRMATION OF THE AGENDA

Moved by Larry McGrath and seconded by Alvin McLellan: Adopt Agenda
That the Agenda for the Regular Meeting of Council dated October 1st, 2019 be adopted as circulated. Carried.

DISCLOSURE OF PECUNIARY INTEREST

MINUTES OF PREVIOUS MEETING

Moved by Ray Chartrand and seconded by Joe Steffler: Meeting Minutes
That Council of the Municipality of Huron East approve the following Council Meeting Minutes as printed and circulated:
a) Regular Meeting – September 16th, 2019
b) Public Hearing – September 16th, 2019

Carried.

PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

ACCOUNTS PAYABLE

REPORTS & RECOMMENDATIONS OF MUNICIPAL OFFICERS

Public Works Coordinator

CAO/Clerk Brad Knight reviewed the report to Council concerning the reconstruction of County Road 12 in Seaforth. Council were advised that phase two Lloyd Eisler Street to Goderich Street is currently in the design stage with construction to begin in 2020. The County of Huron will tender this phase in late 2019 and is looking to Huron East to make some decision on several Huron East components.

The CAO advised that Huron County contracted R. J. Burnside Consultants to assess the potential for a pedestrian crossing on Main Street, Seaforth. The consultants determined that the traffic and pedestrian totals warrant the installation of a pedestrian crossing at Gouinlock Street, and recommended an Intersectional Pedestrian Signal (IPS) on the north leg of the intersection. B. M. Ross indicated that if the IPS is implemented at Gouinlock Street, then from Main Street south to Victoria Street, Gouinlock Street should be made a one-way street.

Councillor Ray Chartrand advised the majority of ratepayers he spoke with preferred a pedestrian crossing at Gouinlock Street that would be central to the downtown core, including the post office, banking, drug store and shopping. Councillor Chartrand also noted that should Gouinlock be made a one-way street it would allow for additional angle parking close to the downtown core and would allow for more parking than what would be lost on Main Street.

Deputy Mayor Robert Fisher was not in favour of installing a pedestrian crossing at Gouinlock Street as it would result in having bump outs on the Main Street that would impede snow removal and traffic flow and the business people and consumers he spoke with do not want to lose any more parking area. Deputy Mayor Fisher recommended the cross walk be located at Sills Hardware and the Town Hall to allow more consistent traffic flow, no bumps outs and not losing as many parking spots on the Main Street. The Deputy Mayor noted he was in favour of making Gouinlock Street a one-way to create as many parking spots as possible. Deputy Mayor Fisher also requested that an audible function be included on the pedestrian crossing.

Moved by Ray Chartrand and seconded by Joe Steffler:
That the County of Huron be requested to install a fully signaled Intersection Pedestrian Signal (IPS) on Seaforth Main Street/Gouinlock Street and that Huron East Council will move Gouinlock Street to a one-way street upon the initiation of the pedestrian crossing. Carried.

Pedestrian
Signal
Main Street
Seaforth

Council were also advised that the street design will require the street light poles to be relocated during construction giving the opportunity to upgrade to decorative poles and arms to match the fixtures. The estimated cost of new decorative poles and arms is \$115,000 and an application has been submitted to the Rural Economic Development Program (RED) for funding.

Moved by Robert Fisher and seconded by Joe Steffler:
That Huron East council authorize the installation of new decorative streetlighting poles in the Seaforth core area during the 2020 reconstruction of the Seaforth Main Street. Carried.

Decorative
Streetlights
Main Street
Seaforth

The CAO also noted that an electric vehicle recharge station was proposed and a drinking fountain/water bottle filling station was suggested.

Moved by Gloria Wilbee and seconded by Dianne Diehl:
That Huron East Council receive the following Reports of Municipal Officers as presented:

Reports of
Municipal
Officers

(1) Public Works Coordinator

Carried.

CORRESPONDENCE

Moved by Alvin McLellan and seconded by Brenda Dalton:
That Council appoint Councillor Dianne Diehl to the Court of Revision being held on October 7th, 2019 at 6:30 p.m. for the Schade Drain and Skinner Drain 2019. Carried.

Appointment
Court of Revision
Schade/Skinner
Drain 2019

Moved by Brenda Dalton and seconded by Zoey Onn:
That Council of the Municipality of Huron East proclaim October 21st to 27th, 2019 as Waste Reduction Week in Canada. Carried.

Proclaim
Waste Reduction
Week

UNFINISHED BUSINESS

MUNICIPAL DRAINS

PLANNING

Moved by Larry McGrath and seconded by Ray Chartrand:
That Council of the Municipality of Huron East has no objection to severance application C70/19 of Ed and Marianne Van Esbroeck on Lot 2, Concession 1, LRS, Tuckersmith Ward

No Objection
Consent
C70/19
VanEsbroeck

Carried.

Brandon Flewwelling, MCIP, RPP, Senior Planner, GSP Group Inc., planning consultant for the applicant of Zoning By-Law Amendment 48-2019, attended before Council concerning a request for a minor change to the zoning amendment. Mr. Flewwelling advised that since the first two readings of the proposed zoning by-law were given, it was realized the requested zoning did not adequately address a few minor regulations to permit the construction of the proposed multiple attached (townhouse) units within the subdivision. Specifically, further zoning relief is required from overall lot coverage, spacing between units (interior side yard setback) and end unit property width. The following is a summary of the current zoning regulations and the requested amendments.

Zone Regulations	Required	Requested
R2 Zone (Section 19.7)		
Maximum lot coverage	40%	46%
Minimum lot frontage – for a unit with only 1 wall attached	8 m	7 m
Interior side yard for end units	3 m	1.5 m

Mr. Flewwelling also advised the proposed changes to the zoning do not impact on stormwater management and have been accounted for in the background reports addressing stormwater management. Mr. Flewwelling noted that Section 34 (17) of the Planning Act allows Council to determine if further notice of the proposed changes are necessary. Mr. Flewwelling requested Council consider that the proposed changes do not require further public notification as the changes are minor in nature and do not change the overall density or fabric of the proposed development. Council were also requested to consider giving third and final reading to the zoning by-law which has been amended to include the additional zoning relief.

COUNCIL REPORTS

County of Huron – Food Bank

Deputy Mayor Robert Fisher advised a presentation was made to Huron County Council by a representative of the Huron County Foodbank Distribution Centre. Deputy Mayor Fisher noted the presentation included an update on the Centre's activities and how funds donated are allocated.

County of Huron – Administration Building

Councillor Ray Chartrand questioned the status of the location for a new administration building for the County of Huron. Mayor MacLellan advised this matter is still under investigation and various options are being considered.

Fire Fighters – 2019 Scott FireFit World & Canadian National Championships

Councillor John Lowe advised that James Yates of the Grey Station and Chris Gibson of the Brussels Station attended the 2019 Scott FireFit Championships in Oshawa. The competition is based on fire fighting tasks commonly performed in emergency situations. It was noted the pair placed 4th out of 36 volunteer departments with Mr. Gibson placing 59th out of 158 men.

INFORMATION ITEMS

Moved by Zoey Onn and seconded by John Lowe:
That Huron East Council receive the following Board and Committee meeting minutes as submitted:

- (1) Huron East/Seaforth Community Development Trust – August 1st, 2019
- (2) Huron East Heritage Advisory Committee – November 7th, 2018

Board/Committee
Meeting Minutes

Carried.

OTHER BUSINESS

BY-LAWS

Moved by Alvin McLellan and seconded by Dianne Diehl:
BE IT HEREBY RESOLVED that leave be given to introduce
By-Laws 48 and 72 for 2019.

Introduce
By-Laws

By-Law 48-2019 – Zoning Amendment – Parts 1 and 3, RP 22R-5599, Part Lot 25,
Concession 1, McKillop Ward, Pol Quality Homes (3rd reading)
By-Law 72-2019 – Confirm Council Proceedings

Carried.

Moved by Brenda Dalton and seconded by Larry McGrath:
 WHEREAS the Council of the Municipality of Huron East has held a public meeting pursuant to Section 34 (12) of the Planning Act, 1990, with respect to a proposed zoning by-law 48-2019;
 AND WHEREAS certain changes have been made to the proposed by-law after holding of the public meeting;
 NOW, THEREFORE the Council of the Municipality of Huron East RESOLVES that, pursuant to Section 34 (17) of the Planning Act, 1990, the changes were of such a nature that no further notice is to be given in respect to the proposed by-law. Carried.

No Further
 Notice
 By-Law
 48-2019

Moved by Larry McGrath and seconded by Brenda Dalton:
 BE IT HEREBY RESOLVED that By-Law 48 for 2019, a by-law to amend the zoning on Parts 1 and 3, RP 22R-5599, Part Lot 25, Concession 1, McKillop Ward, Pol Quality Homes, be given third and final reading and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Zoning
 Pol Quality
 Homes

CLOSED SESSION AND REPORTING OUT

CONFIRMATORY BY-LAW

Moved by Ray Chartrand and seconded by Gloria Wilbee:
 BE IT HEREBY RESOLVED that By-Law 72 for 2019, a by-law to confirm the proceedings of Council, be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto. Carried.

Confirm
 Proceedings

ADJOURNMENT

Moved by Ray Chartrand and seconded by Dianne Diehl:
 The time now being 7:45 p.m.
 That the meeting do adjourn until October 15th, 2019 at 7:00 p.m. Carried.

Adjournment

 Bernie MacLellan, Mayor



 Brad Knight, CAO/Clerk

6-20-1



Municipality of Huron East
Accounts Payable Listing for Council
As of October 10, 2019

Cheque Number	Date	Vendor Check Name	Invoice Description	Amount Paid
13132	9/30/2019	Avon Maitland Dist School Bd	3RD QUARTER TAX INSTALLMENT	575,019.00
13133	9/30/2019	Huron-Perth Cathol Dist Sch Bd	3RD QUARTER TAX INSTALLMENT	133,048.00
13134	9/30/2019	County of Huron	3rd QUARTER TAX INSTALLMENT	1,517,443.00
13135	10/3/2019	Edifice Magazine	EDO - 'DOWNTOWN' VIDEO	2,000.00
13136	10/3/2019	LAURIE GUICHELAAR	EDO - ACCOMODATION	140.12
13137	10/3/2019	Receiver General	PAYROLL DEDUCTIONS SEPT 16-30	25,298.19
13138	9/15/2019	Receiver General	PAYROLL DEDUCTIONS SEPT 1-15	28,638.91
13139	10/1/2019	Equitable Life of Canada	GROUP INSURANCE - OCTOBER 2019	13,684.69
13140	10/9/2019	Bluewater Recycling Association-MARS	Q4 RECYCLING	46,232.30
13140	10/9/2019	Bluewater Recycling Association-MARS	OCTOBER CO COLLECTION	1,039.22
13141	10/9/2019	Lavis Contracting Co Ltd	KIPPEN RD - ASPHALT PAVING	457,556.37
13141	10/9/2019	Lavis Contracting Co Ltd	MORRISON LINE - PAVING	1,100.62
13141	10/9/2019	Lavis Contracting Co Ltd	EGMONDVILLE	168,864.05
13141	10/9/2019	Lavis Contracting Co Ltd	KIPPEN RD RECONSTRUCTION	242,884.01
13142	10/9/2019	Minister Of Finance	AUGUST OPP COSTS	128,523.00
13143	10/9/2019	Theo Vandenberg Construction Inc	STURTURE M10 - HENSALL RD	152,006.03
13144	10/9/2019	552976 Ontario Limited	EGMONDVILLE PROJECT DUST CNTRL	872.35
13145	10/9/2019	Acklands - Grainger Inc	PW - GLOVES	84.58
13146	10/9/2019	Maureen Agar	EDO - DIGITAL MAIN ST	80.00
13147	10/9/2019	Ago Industries Inc	PW - CLOTHING ALLOWANCE	630.88
13147	10/9/2019	Ago Industries Inc	PW - CLOTHING ALLOWANCE	279.68
13148	10/9/2019	Altruck Int'l Truck Centres	SFD - SAFETY INSPECTION	646.87
13148	10/9/2019	Altruck Int'l Truck Centres	RDS - BATTERY COVER	343.09
13148	10/9/2019	Altruck Int'l Truck Centres	RDS - R&M T5-17	105.53
13148	10/9/2019	Altruck Int'l Truck Centres	SFD - SAFETY INSPECTION	583.15
13149	10/9/2019	Debra S Anderson	EDO-BUSINSSE DIR/DIGITAL MAIN	273.62
13150	10/9/2019	Artech Signs & Graphics	PW - SIGN - BRUSSELS PARKING	1,143.56
13150	10/9/2019	Artech Signs & Graphics	ADMIN - BUSINESS CARDS	39.55
13150	10/9/2019	Artech Signs & Graphics	BFD - TAGS	28.25
13150	10/9/2019	Artech Signs & Graphics	BMD-'PROFESSIONAL CENTRE' SIGN	5,960.75
13151	10/9/2019	Art's Landscaping	W - DUNEDIN/ALBERT/ELIZABETH ST	12,641.48
13151	10/9/2019	Art's Landscaping	W - ASPHALT NORTH MAIN/HWY 8	5,474.85
13152	10/9/2019	ASL ROTEQ LTD.	WW - VAN - R&M EQUIPMENT	8,563.14
13153	10/9/2019	Athletica Sport Systems Inc.	BMG - RUBBER FLOOR	525.00
13154	10/9/2019	Ausable Bayfield Conservation	SINCLAIR DRAIN DART PROTOCOL	100.00
13155	10/9/2019	Bartram Woodlands Ltd	ABM PIT RESTORATION - DEPOSIT	3,000.00
13156	10/9/2019	Bell Canada	PHONE - SCADA - SEPTEMBER	116.11
13157	10/9/2019	Merlin Bender	LIVESTOCK CLAIM	1,107.20
13158	10/9/2019	Bloom's and Rooms	EDO - MAIN ST VIDEO	45.20
13159	10/9/2019	Blue Imp Recreational Products of Canada	BRUSSELS PLAYGROUND	19,927.55
13160	10/9/2019	B M Ross & Associates Limited	CHURCH ST RECONSTRUCTION	97.98
13160	10/9/2019	B M Ross & Associates Limited	DUKE/CENTENNIAL EXTENSION	88.03

13160	10/9/2019 B M Ross & Associates Limited	sSTRUCTURE M10 HENSALL RD	6,221.56
13160	10/9/2019 B M Ross & Associates Limited	STRUCTURE T13 KINBURN LINE	2,983.06
13160	10/9/2019 B M Ross & Associates Limited	STRUCTURE G22 - GILLIS LINE	1,686.64
13160	10/9/2019 B M Ross & Associates Limited	STRUCTURE M10 - HENSALL RD	5,640.97
13160	10/9/2019 B M Ross & Associates Limited	STRUCTURE T13 - KINBURN LINE	1,347.31
13160	10/9/2019 B M Ross & Associates Limited	NORTH/THOMPSON ST	2,892.24
13161	10/9/2019 Box Furniture	FHT - VCT TILE	101.20
13162	10/9/2019 BRUSSELS OPTIMIST CLUB	CLUBHOUSE RENTAL - IND PARK ST	40.00
13163	10/9/2019 Burkholder Auto Body & Towing	RDS - R&M T5-17	621.50
13164	10/9/2019 Canadian Security Concepts Inc	SDCC - EVENT SECURITY JUNE 29	409.96
13164	10/9/2019 Canadian Security Concepts Inc	SDCC - EVENT SECURITY JUNE 8	409.96
13165	10/9/2019 Deb Cann	BLIB - OPENING FOR EVENTS	35.00
13166	10/9/2019 Carson Supply	PW - REPAIR CLAMP	485.64
13167	10/9/2019 Carter's West End Garage Ltd	SFD - R&M TANKER #6	431.72
13168	10/9/2019 Centra Door North Company Ltd	PW - GREY SHOP - DOOR REPAIR	562.18
13169	10/9/2019 Cimco Refrigeration London Br	SDCC - MOTOR CHANGE	6,567.97
13169	10/9/2019 Cimco Refrigeration London Br	SDCC - R&M EQUIPMENT	1,682.84
13169	10/9/2019 Cimco Refrigeration London Br	SDCC - INSTALL NEW MOTOR	2,246.30
13170	10/9/2019 CJ Johnston Office Solutions	GFD - CHAIRS - NEW MTG ROOM	2,165.53
13170	10/9/2019 CJ Johnston Office Solutions	GFD - TONER	177.16
13171	10/9/2019 Clinton Veterinary Professional Corporation	ANIMAL CNTRL - BOARDING FEES	221.04
13172	10/9/2019 Coca-Cola Bottling Co	SDCC - HALL/BOOTH SUPPLIES	632.34
13173	10/9/2019 Coco Paving Inc	PW - COLD MIX	3,503.07
13173	10/9/2019 Coco Paving Inc	PW - COLD MIX	3,389.87
13173	10/9/2019 Coco Paving Inc	PW - COLD MIX	1,745.62
13173	10/9/2019 Coco Paving Inc	RW - COLD MIX	1,703.48
13173	10/9/2019 Coco Paving Inc	PW - COLD MIX	3,375.39
13173	10/9/2019 Coco Paving Inc	PW - COLD MIX	1,769.31
13174	10/9/2019 ContinuIT Corp	ADMIN - DUO SOFTWARE	15.26
13174	10/9/2019 ContinuIT Corp	ADMIN - NETWORK SUPPORT	1,084.80
13174	10/9/2019 ContinuIT Corp	ADMIN - SONICWALL RENEWAL	665.57
13175	10/9/2019 Cut Rite Tree Service	PW - TREE REMVL - BUCKET TRUCK	4,166.87
13176	10/9/2019 Dale Pump & Farm Service Ltd	RDS - R&M G1-07	79.41
13177	10/9/2019 D & D Glass & Mirror	TH - OPP DOOR	1,013.61
13178	10/9/2019 Delta Power Equipment	PW - R&M EQUIPMENT	62.09
13179	10/9/2019 Jutzi Water Technologies	SDCC - R&M EQUIPMENT	406.38
13179	10/9/2019 Jutzi Water Technologies	BMG - MONTHLY SERVICE	271.20
13180	10/9/2019 Diamond Concrete Inc	MAITLANDBANK COLUMBARIUM	9,085.20
13181	10/9/2019 Cathy Elliott	MARRIAGE SERVICES SEPT 21/OCT5	600.00
13182	10/9/2019 Elligsen Electric Ltd	SDC C- CHANGE COMPRESSOR MOTOR	430.65
13182	10/9/2019 Elligsen Electric Ltd	SDCC -CHANGE ROOM LIGHTS/FAN	976.60
13182	10/9/2019 Elligsen Electric Ltd	VRC - R&M LIGHTS - POOL AREA	501.03
13183	10/9/2019 Eric Cox Sanitation Equipment & Supplies	SDCC - JANITORIAL SUPPLIES	547.77
13184	10/9/2019 ESL Utility & Municipal Prod.	W/WW - PARTS	380.02
13185	10/9/2019 Everclean Mat Rentals	TH/FHT - MAT/MOP SERVICE	171.78
13185	10/9/2019 Everclean Mat Rentals	TH/FHT - MAT SERVICE	171.78
13186	10/9/2019 EXCEL BUSINESS SYSTEMS	ADMIN - COPIER COSTS	326.96
13187	10/9/2019 Fairholme Dairy Ltd	TDN - MILK/YOGURT	63.98
13187	10/9/2019 Fairholme Dairy Ltd	TDN - MILK/YOGURT	127.96
13187	10/9/2019 Fairholme Dairy Ltd	TDN - MILK/CHEESE/MARGARINE	278.79
13187	10/9/2019 Fairholme Dairy Ltd	TDN - MILK/YOGURT/CHEESE	348.31
13188	10/9/2019 Festival Hydro	HYDRO - BMG - PAVILLON	45.62
13188	10/9/2019 Festival Hydro	HYDRO - BMG POOL	273.03

13188	10/9/2019 Festival Hydro	HYDRO - BMG PARK LIGHTS	116.68
13189	10/9/2019 FGC Limited	PW - CATCH BASIN - ALBERT ST	414.71
13190	10/9/2019 Fire Marshal's Public Fire Safety Council	SFD/GFD - JUNIOR FIRE HELMETS	293.80
13191	10/9/2019 Flocor Inc	PW - BRUSSELS WWTP	1,623.81
13192	10/9/2019 Food Basics	TDN - GROCERY EXPENSE	296.60
13192	10/9/2019 Food Basics	TDN - GROCERY EXPENSE	18.63
13192	10/9/2019 Food Basics	TDN - GROCERY EXPENSE	336.57
13192	10/9/2019 Food Basics	TDN - GROCERY EXPENSE	295.66
13192	10/9/2019 Food Basics	TDN - GROCERY EXPENSE	302.87
13192	10/9/2019 Food Basics	TDN - GROCERY EXPENSE	16.71
13193	10/9/2019 Foxton Fuels	BCEM - DIESEL	242.43
13194	10/9/2019 Frank Kling Limited	PW - STONE DUST	90.58
13195	10/9/2019 Frank Kelly & Sons Garage Ltd	RDS - DRIVE CLEAN TEST	129.95
13195	10/9/2019 Frank Kelly & Sons Garage Ltd	RDS - T1-04 DRIVE CLEAN TEST	129.95
13196	10/9/2019 GABEL ELECTRIC	WATER SOFTENER INSTALLATION	1,356.00
13197	10/9/2019 G. Heard Construction Ltd	PW - EXCAVATOR RENTAL	10,068.30
13198	10/9/2019 GM BluePlan Engineering Limited	BRYANS/ANDERSON SUBDIVISION	937.90
13199	10/9/2019 Goderich Print Shop	ADMIN - FALL NEWLETTER	474.60
13200	10/9/2019 Hamilton Wood Products	BMG - HEMLOCK FLOORING	1,220.40
13201	10/9/2019 Harrington McAvan Ltd.	KELLY PIT INVESTIGATIONS	1,240.18
13202	10/9/2019 H.O. Jerry (1983) Ltd.	FHT - JANITORIAL SUPPLIES	231.36
13202	10/9/2019 H.O. Jerry (1983) Ltd.	TH - JANITOARIL SUPPLIES	163.11
13202	10/9/2019 H.O. Jerry (1983) Ltd.	FHT - JANITORIAL SUPPLIES	83.90
13203	10/9/2019 Hollandia Gardens Limited	VRC - POOL SUPPLIES	477.34
13204	10/9/2019 Huronia Welding & Industrial	RDS - SUPPLIES	191.00
13205	10/9/2019 County of Huron	WOZNIAK SITE PLAN	196.42
13206	10/9/2019 Huron Bay Co-Operative Inc	BMG - POOL SUPPLIES	23.96
13207	10/9/2019 Hydro One	HYDRO CRES DR 2002 2897 4430	9.68
13208	10/9/2019 Ideal Supply Company Limited	SDCC - R&M BUILDING	21.52
13208	10/9/2019 Ideal Supply Company Limited	W/WW - SUPPLIES	76.21
13208	10/9/2019 Ideal Supply Company Limited	PW - STREET LIGHT ARM	153.67
13208	10/9/2019 Ideal Supply Company Limited	VRC - BATTERIES	168.89
13208	10/9/2019 Ideal Supply Company Limited	VRC - BATTERY	18.07
13208	10/9/2019 Ideal Supply Company Limited	ADMIN - CABLE TIES	24.85
13208	10/9/2019 Ideal Supply Company Limited	W/WW - SUPPLIES	1.73
13208	10/9/2019 Ideal Supply Company Limited	SDCC - R&M BUILDING	117.97
13208	10/9/2019 Ideal Supply Company Limited	PW - SUPPLIES	103.78
13209	10/9/2019 Information Network Systems	ADMIN - POSTAGE LABELS/INK	299.45
13210	10/9/2019 J A Porter Holdings (Lucknow) Ltd	PW - CATCH BASIN/CURB & GUTTER	1,410.24
13210	10/9/2019 J A Porter Holdings (Lucknow) Ltd	PW - CATCH BASIN/CURB &GUTTER	957.34
13210	10/9/2019 J A Porter Holdings (Lucknow) Ltd	PW - CATCH BASIN -ISABELLA ST	396.64
13210	10/9/2019 J A Porter Holdings (Lucknow) Ltd	W/WW - SAMPLING STATION PUMP	271.77
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	3,594.64
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	4,040.49
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	1,232.49
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	899.03
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	2,000.78
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	2,009.59
13211	10/9/2019 Jennison Construction	MORRISON LINE PAVING	553.81
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	2,650.08
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	7,297.27
13211	10/9/2019 Jennison Construction	MORRISON LINE - PAVING	898.29
13212	10/9/2019 JLH EXCAVATING INC	NASH DRAIN	751.45

13213	10/9/2019	Josh's Gas Service	VRC - R&M HEATER	5,316.65
13214	10/9/2019	JR's Gas Bar & Family Rest.	BMG/BCEM/PW - FUEL	237.80
13215	10/9/2019	Keating's Pharmacy Ltd.	PW - FIRST AID KITS	906.80
13216	10/9/2019	KTI LIMITED	W - VANASTRA R&M EQUIPMENT	1,178.39
13217	10/9/2019	Langford Lumber & Builders Ltd	VRC - PANEL	38.40
13217	10/9/2019	Langford Lumber & Builders Ltd	VRC - HOSE CLAMP	5.18
13218	10/9/2019	Drusilla Leitch	VRC - SUMMER SESSION	459.00
13219	10/9/2019	Lexis Nexis Canada Inc	CBO - 2020 ONT BUILDING CODE	141.49
13220	10/9/2019	Lifesaving Society	BMG - BRONZE MEDALLION	83.75
13221	10/9/2019	Maitland Valley Conservation A	14TH CON /DOLMAGE A DRAINS	2,950.00
13222	10/9/2019	McCann Redi-Mix Inc	SLIB - SIDEWALK	1,605.73
13223	10/9/2019	McDonald Home Hardware Building Centre	ELIZABETH ST PAVING	36.59
13223	10/9/2019	McDonald Home Hardware Building Centre	PW - GREY SHED	628.28
13223	10/9/2019	McDonald Home Hardware Building Centre	BMG - WHEELBARROW HOLDER	22.59
13223	10/9/2019	McDonald Home Hardware Building Centre	SDCC - R&M BUILDING	48.56
13223	10/9/2019	McDonald Home Hardware Building Centre	BLIB - PAPER TOWELS	35.02
13223	10/9/2019	McDonald Home Hardware Building Centre	PW - R&M GREY SHED	266.68
13223	10/9/2019	McDonald Home Hardware Building Centre	TH - CORD	158.18
13223	10/9/2019	McDonald Home Hardware Building Centre	BMG - WATER SEAL	38.35
13223	10/9/2019	McDonald Home Hardware Building Centre	BLDG/PROP - CONCRETE TOOLS	344.79
13223	10/9/2019	McDonald Home Hardware Building Centre	TDN - HOOKS	4.28
13223	10/9/2019	McDonald Home Hardware Building Centre	BMG - TAPE	12.42
13223	10/9/2019	McDonald Home Hardware Building Centre	BMG - DUCT TAPE	7.90
13223	10/9/2019	McDonald Home Hardware Building Centre	SDCC - R&M BUILDING	661.16
13223	10/9/2019	McDonald Home Hardware Building Centre	SDCC - R&M BUILDING	70.55
13223	10/9/2019	McDonald Home Hardware Building Centre	BMG - TAPE & KNEE PADS	28.57
13223	10/9/2019	McDonald Home Hardware Building Centre	BLIB - CLEANING SUPPLIES	208.62
13223	10/9/2019	McDonald Home Hardware Building Centre	BMG - SAFETY GLASSES/PAINT	163.80
13223	10/9/2019	McDonald Home Hardware Building Centre	BFD - CANADIAN FLAG	29.37
13223	10/9/2019	McDonald Home Hardware Building Centre	BFD - SPRAY PAINT	11.29
13223	10/9/2019	McDonald Home Hardware Building Centre	BMD - SMOKE DETECTOR	8.44
13224	10/9/2019	McGavin Farm Equipment Ltd.	RDS - R&M	1,688.65
13224	10/9/2019	McGavin Farm Equipment Ltd.	RDS - R&M W1-07	12.75
13224	10/9/2019	McGavin Farm Equipment Ltd.	BMG - RENTAL - TRACK LOADER	367.25
13225	10/9/2019	M G M Townsend Tire	RDS - R&M T4-12	58.76
13226	10/9/2019	Michelin North America Inc	RDS - R&M L7-10	793.71
13226	10/9/2019	Michelin North America Inc	RDS - R&M T6-13	2,798.87
13227	10/9/2019	MICROAGE BASICS	BMG - OFFICE SUPPLIES	132.96
13228	10/9/2019	Mid Western Newspapers	PW - HELP WANTED AD	189.84
13228	10/9/2019	Mid Western Newspapers	PW - HELP WANTED ADS	379.68
13229	10/9/2019	Minister of Finance	MARRIAGE LICENSES	2,400.00
13230	10/9/2019	Minister of Finance	EHT - SEPTEMBER 2019	4,233.10
13231	10/9/2019	M & L Supply	SFD - TOOLS/EQUIPMENT	1,747.58
13231	10/9/2019	M & L Supply	SFD - TOOLS/EQUIPMENT	453.48
13232	10/9/2019	Municipality of Morris-Turnberry	2019 Q3 LANDFILL CHARGES	3,364.13
13233	10/9/2019	MRC SYSTEMS INC	SFD - REPAIR SIREN	211.88
13234	10/9/2019	Graham Nesbitt	SDCC - WHITEWASH/SEAL ICE	466.00
13235	10/9/2019	Nesbitt Construction Inc	PW - CATCH BASIN - ISABELLA ST	118.74
13236	10/9/2019	New-Lift Hydraulics	RDS - R&M G6-12	526.15
13237	10/9/2019	NJS Design Event & Party Rentals	SDCC - STANLEY CUP DAY	124.86
13238	10/9/2019	North Star Ice Co	SDCC - ICE	39.00
13239	10/9/2019	NORTH HURON PUBLISHING INC	BMG - ADVERTISING - POOL	166.16
13239	10/9/2019	NORTH HURON PUBLISHING INC	ADMIN - ADVERTISING	605.05

13239	10/9/2019 NORTH HURON PUBLISHING INC	ADMIN - ADVERTISING	180.96
13239	10/9/2019 NORTH HURON PUBLISHING INC	BMG - HELP WANTED AD	24.86
13240	10/9/2019 Ontario Greenways Inc	WW - HYDROVAC VAN LAGOON	2,644.20
13240	10/9/2019 Ontario Greenways Inc	WW - BIOSOLIDS VAN SITE 22520	5,481.63
13241	10/9/2019 Ontario One Call	W/WW - SEPTEMEBR SERVICES	73.45
13242	10/9/2019 Orkin Canada Corporation	VRC - PEST CONTROL	61.59
13242	10/9/2019 Orkin Canada Corporation	SDCC - PEST CONTROL	89.27
13242	10/9/2019 Orkin Canada Corporation	FHT - PEST CONTROL	61.59
13243	10/9/2019 P E Inglis Holdings Inc	BMG - HAND SANITIZER	355.95
13244	10/9/2019 Pete's Paper Clip	HEFD - OFFICE SUPPLIES	10.78
13244	10/9/2019 Pete's Paper Clip	VRC - COLOURED PAPER/SHARPIE	42.10
13244	10/9/2019 Pete's Paper Clip	VRC - BINDER	12.98
13244	10/9/2019 Pete's Paper Clip	ADMIN - BANKERS BOXES/POST IT	35.80
13244	10/9/2019 Pete's Paper Clip	PW - PHONE MESSAGE BOOK	12.76
13244	10/9/2019 Pete's Paper Clip	TDN - OFFICE SUPPLIES	35.23
13244	10/9/2019 Pete's Paper Clip	CBO/EDO - OFFICE SUPPLIES	20.46
13244	10/9/2019 Pete's Paper Clip	ADMIN - COLOURED PAPER	12.98
13244	10/9/2019 Pete's Paper Clip	VRC - OFFICE SUPPLIES	63.25
13244	10/9/2019 Pete's Paper Clip	BIA - COLOUR COPIES	11.87
13245	10/9/2019 Petty Cash-Cash Drawer	ADMIN - SUPPLIES / ROR DAY	77.40
13246	10/9/2019 Petty Cash-Lissa Berard	VRC - DAY CAMP SUPPLIES	229.04
13247	10/9/2019 Playchek Services Inc	TDN - COMPLIANCE INSPECTION	508.50
13248	10/9/2019 JESSICA POIRIER	VRC - DAY CAMP FEES - REFUND	234.00
13249	10/9/2019 Postmedia Network Inc.	ADVERTISING - VARIOUS	2,798.01
13250	10/9/2019 THE PROPHET CORPORATION c/o t56180C	VRC - DAYCAMP SUPPLIES	621.40
13251	10/9/2019 The Public Sector Digest	ROAD MAP # 4	5,367.50
13252	10/9/2019 PUBLIC SERVICES HEALTH & SAFETY ASSOCIATION	SFD - PTSD AWARENESS SESSION	452.00
13253	10/9/2019 Radar Auto Parts - Brussels	PW - SUPPLIES	2.17
13253	10/9/2019 Radar Auto Parts - Brussels	PW - SUPPLIES	96.55
13253	10/9/2019 Radar Auto Parts - Brussels	GFD - TRUCK PAC BOOSTER	555.47
13253	10/9/2019 Radar Auto Parts - Brussels	PW - FUNNEL	9.25
13253	10/9/2019 Radar Auto Parts - Brussels	BMG - BRAKE FLUID	14.38
13253	10/9/2019 Radar Auto Parts - Brussels	PW - OIL FILTER/OIL	33.22
13253	10/9/2019 Radar Auto Parts - Brussels	PW - GREY SHOP SUPPLIES	60.03
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS - STT LAMP - RED	26.92
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS -STT RED LAMP	26.92
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS - SUPPLIES	84.91
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS - R&M L9-13	88.93
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS - SUPPLIES	35.17
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS - R&M T1-04	62.06
13254	10/9/2019 Radar Auto Parts Inc-Clinton	RDS - R&M T8-09	31.37
13254	10/9/2019 Radar Auto Parts Inc-Clinton	PW - SUPPLIES - ALL TRUCKS	112.77
13255	10/9/2019 RCAP Leasing Inc	SDCC - FLOOR SCRUBBER RENTAL	295.47
13256	10/9/2019 Realtax Inc	TAX SALE - 390 011 01700 0000	791.00
13256	10/9/2019 Realtax Inc	TAX SALE - 390 013 00200 0000	395.50
13257	10/9/2019 Richardson Fire Systems Inc	SDCC - SUPPRESSION SYSTEM INSP	327.70
13258	10/9/2019 Rintoul's Pools & Spas Ltd	BMG - POOL SUPPLIES	360.47
13259	10/9/2019 R J Burnside & Associates Ltd	HE DRAINAGE SUPERINTENDENT	457.65
13259	10/9/2019 R J Burnside & Associates Ltd	COX MUNICIPAL DRAIN	11,619.29
13259	10/9/2019 R J Burnside & Associates Ltd	GEIGER MUNICIPAL DRAIN	15,083.43
13259	10/9/2019 R J Burnside & Associates Ltd	BRSLs WWTP FILTER/UV UPGRADE	3,050.89
13260	10/9/2019 Rona Inc	SDCC - R&M KITCHEN ENTRANCE	195.07
13260	10/9/2019 Rona Inc	RDS - SUPPLIES	27.12

13260	10/9/2019 Rona Inc	PW - CATCH BASIN/CURB& GUTTER	34.17
13260	10/9/2019 Rona Inc	SDCC - R&M BUILDING	5.91
13260	10/9/2019 Rona Inc	SDCC - R&M KITCHEN ENTRANCE	12.66
13260	10/9/2019 Rona Inc	SDCC - KITCHEN ENTRANCE	42.93
13260	10/9/2019 Rona Inc	SLIB - SIDEWALK	102.59
13260	10/9/2019 Rona Inc	SLIB - SIDEWALK	12.05
13260	10/9/2019 Rona Inc	BEECHWOOD CATCH BASIN	56.97
13260	10/9/2019 Rona Inc	SDCC - R7M KITCHEN ENTRANCE	47.09
13260	10/9/2019 Rona Inc	SDCC - R&M KITCHEN ENTRANCE	84.54
13260	10/9/2019 Rona Inc	SDCC - R&M KITCHEN ENTRANCE	25.32
13260	10/9/2019 Rona Inc	PW - GREY SHOP - DOORS	20.77
13260	10/9/2019 Rona Inc	VRC - FRONT GARDEN	68.59
13260	10/9/2019 Rona Inc	SDCC - KITCHEN ENTRANCE	82.61
13260	10/9/2019 Rona Inc	PW - GREY/MCKILLOP SHOPS PAINT	129.14
13260	10/9/2019 Rona Inc	UNITED WAY BBQ - PROPANE	28.24
13260	10/9/2019 Rona Inc	SLIB - SIDEWALK	21.52
13261	10/9/2019 Ryan Enterprises Truck Repair	RDS - R&M T1-04	1,227.70
13261	10/9/2019 Ryan Enterprises Truck Repair	RDS - R&M T2-03	1,105.88
13262	10/9/2019 Seaforth Animal Hospital	ANIMAL BOARDING	215.27
13263	10/9/2019 Seaforth Foodland	TH - SUPPLIES	14.28
13263	10/9/2019 Seaforth Foodland	UNITED WAY BBQ	33.67
13263	10/9/2019 Seaforth Foodland	UNITED WAY BBQ	141.86
13263	10/9/2019 Seaforth Foodland	ADMIN - MEETING SUPPLIES	16.15
13263	10/9/2019 Seaforth Foodland	BIA GIFT CERTIFICATES REDEEMED	345.00
13264	10/9/2019 Seaforth Golf Course	EDO - MTG - HD EDO	22.26
13265	10/9/2019 Seaforth Plumbing & Heating	SDCC - R&M MIXING VALVE	389.84
13265	10/9/2019 Seaforth Plumbing & Heating	SDCC - FURNACE SERVICE	515.28
13265	10/9/2019 Seaforth Plumbing & Heating	TH - REPLACE FILTERS/FAN BELT	207.69
13265	10/9/2019 Seaforth Plumbing & Heating	FHT - R&M WASHROOM FAUCET	203.40
13266	10/9/2019 SGS Canada Inc.	WATER SAMPLES - VARIOUS	201.14
13267	10/9/2019 SILLS HOME HARDWARE	VRC - JANITORIAL SUPPLIES	28.23
13267	10/9/2019 SILLS HOME HARDWARE	TH/PW/SLIB - SUPPLIES	150.81
13267	10/9/2019 SILLS HOME HARDWARE	FHT - Y CONNECCTOR/SPRAY BOTTLE	26.06
13267	10/9/2019 SILLS HOME HARDWARE	SDCC - WATER FILTER/R&M EQUIP	161.06
13267	10/9/2019 SILLS HOME HARDWARE	SFD - HOOKS/BATTERIES/CONTAINER	59.22
13268	10/9/2019 SJ Fritzley Auto Repair	RDS - R&M EQUIPMENT	22.60
13269	10/9/2019 Somers Electric	BANNER POLE BRUSSELS	2,472.44
13270	10/9/2019 Southwestern Tree Service	PW - CUT TREES/CHIPPER RENTAL	16,910.45
13271	10/9/2019 SPL Industrial Pumps & Equipment Inc	W - 30 WELSH R&M EQUIPMENT	6,893.00
13272	10/9/2019 Stonetown Supply Services Inc	SDCC - HALL SUPPLIES	107.92
13272	10/9/2019 Stonetown Supply Services Inc	SDCC - SOFTENER SALT/MOP HEAD	480.20
13272	10/9/2019 Stonetown Supply Services Inc	SDCC - ODOUR CONTROL	16.95
13272	10/9/2019 Stonetown Supply Services Inc	SDCC - JANITORIAL EXPENSES	68.75
13273	10/9/2019 Strongco Equipment	RDS - R&M G3-95	118.88
13274	10/9/2019 Swan Dust Control Ltd	SDCC - MAT/MOP SERVICE	78.62
13274	10/9/2019 Swan Dust Control Ltd	TH/FHT - MAT SERVICE	170.07
13275	10/9/2019 TD Canada Trust Bank - Property Tax Dept	160 012 00300 0000 - REFUND	645.12
13276	VOID		
13277	10/9/2019 Total Image II	BIA GIFT CERTIFICATES REDEEMED	100.00
13277	10/9/2019 Total Image II	EDO - MAIN ST VIDEO	100.00
13278	10/9/2019 Tuckersmith Comm Co-Op	TH/SFD/BFD - PHONE/INTERNET	428.63
13278	10/9/2019 Tuckersmith Comm Co-Op	BMG - POOL PHONE	41.95
13278	10/9/2019 Tuckersmith Comm Co-Op	BMG - POOL PHONE	42.47

13279	10/9/2019 Valley Blades LTD	PW - PLOW BLADES	4,467.46
13280	10/9/2019 Warren Auto Glass	RDS - R&M T8-09	96.05
13281	10/9/2019 Waste Management	C4TH WASTE REMOVAL 31.88 TONNE	3,078.05
13281	10/9/2019 Waste Management	C4TH WASTE REMOVAL	7,495.28
13282	10/9/2019 WaterART Fitness International	VRC - WATER SHOE	59.06
13282	10/9/2019 WaterART Fitness International	VRC - BUOYANCY BELT	39.38
13283	10/9/2019 W D Hopper & Sons Ltd	W/WW - BRUSSELS WELL #1	57.86
13284	10/9/2019 Wolseley Canada Inc	W/WW - PARTS	2,440.09
13285	10/9/2019 Workplace Safety & Ins Board	WSIB - SEPTEMBER 2019	6,081.52
13286	10/9/2019 Xpress Digital	VRC - RECEIPT BOOKS	236.17
13286	10/9/2019 Xpress Digital	DISCOVERY GUIDES - PRINTING	10,602.79
13287	10/10/2019 Michelin North America Inc	RDS - R&M T1-04	7,602.78
13288	10/10/2019 Toromont - CAT	PW - R&M G5-15	1,150.91
13288	10/10/2019 Toromont - CAT	RDS - R&M G5-15	256.62
13288	10/10/2019 Toromont - CAT	RDS - R&M G5-15	177.05
13288	10/10/2019 Toromont - CAT	RDS - R&M G5-15	552.95
Total Cheques for Approval			\$ 3,851,195.06

DIRECT DEBIT	9/30/2019 The Beer Store	BEER SUPPLIES - SDCC	1,557.96
DIRECT DEBIT	9/3/2019 Bell Canada	PHONE - SEAFORTH OPP	121.36
DIRECT DEBIT	9/3/2019 Bell Canada	PHONE - SCADA	64.80
DIRECT DEBIT	9/3/2019 Bell Canada	PHONE - SFD	110.99
DIRECT DEBIT	9/3/2019 Bell Canada	PHONE - SDCC	54.86
DIRECT DEBIT	9/25/2019 Bell Canada	PHONE - BRUSSELS SHED	73.35
DIRECT DEBIT	9/25/2019 Bell Canada	PHONE - BRUSSELS OPP	67.64
DIRECT DEBIT	9/3/2019 Bell Canada	FAX LINE - SDCC	44.22
DIRECT DEBIT	9/9/2019 Bell Canada	PHONE - MCKILLOP SHOP	55.52
DIRECT DEBIT	9/25/2019 Bell Canada	PHONE - GREY SHED	80.86
DIRECT DEBIT	9/25/2019 Bell Canada	PHONE - GREY TOWNSHIP OFFICE	59.79
DIRECT DEBIT	9/25/2019 Bell Canada	PHONE - BFD	148.96
DIRECT DEBIT	9/25/2019 Bell Canada	PHONE - GFD	121.78
DIRECT DEBIT	9/30/2019 Municipality of Bluewater	3RD QUARTER TAXES	805.25
DIRECT DEBIT	9/20/2019 Municipality Of Central Huron	VANASTRA WATER	10,432.80
DIRECT DEBIT	9/16/2019 De Lage Landen Financial Serv	VRC - QUARTERLY CONTRACT	319.64
DIRECT DEBIT	9/3/2019 Eastlink	CABLE/INT/PHONE - VRC/TDN	159.34
DIRECT DEBIT	9/24/2019 Eastlink	PHONE - TDN	32.04
DIRECT DEBIT	9/10/2019 Edward Fuels	FUEL - SFD	50.04
DIRECT DEBIT	9/10/2019 Edward Fuels	FUEL - PUBLIC WORKS	25.53
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BMG	1,980.10
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BFD	136.43
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 240 TURNBERRY	53.16
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BLIB	207.11
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BMD	344.93
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - SFD	145.33
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 35 OAK GRID	34.66
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 240 TURNBERRY WELL	79.54
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - SEAFORTH WATER TOWER	293.63
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 40 WELSH	3,476.47
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - SENTINAL LIGHTS	22.20
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BRUSS OPTIMIST PARK	47.59
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 35 WELSH - GRID ACCOUN	36.19
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - TH REAR	174.08

DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 31 OAK ST	1,084.18
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BRUSSELS STP	2,230.14
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BRUSSELS PUMP STATION	216.88
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 30 WELSH	116.77
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - 66 CHURCH ST	2,280.04
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BANDSHELL	35.09
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BBCC GRID ACCOUNT	34.66
DIRECT DEBIT	9/9/2019 Festival Hydro	HYDRO - SEAFORTH STREETLIGHTS	1,718.11
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - FHT	1,433.46
DIRECT DEBIT	9/9/2019 Festival Hydro	HYDRO - TUCKERSMITH ST LIGHTS	15.30
DIRECT DEBIT	9/9/2019 Festival Hydro	HYDRO - BRUSSELS STREETLIGHTS	818.07
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - SLIB	381.04
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - SEAFORTH OPP	53.90
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - BRUSSELS WTP HEAT CABLE	35.86
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - TH	688.43
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - SDCC	4,041.53
DIRECT DEBIT	9/20/2019 Festival Hydro	HYDRO - TENNIS COURT	35.63
DIRECT DEBIT	9/16/2019 Great-West Life Assurance Co	INSURANCE - SFD	272.40
DIRECT DEBIT	9/20/2019 Hensall District Co-op	FUEL - PW/BFD/EMC	12,824.27
DIRECT DEBIT	9/3/2019 Hydro One	HYDRO - GREY GARAGE	315.53
DIRECT DEBIT	9/25/2019 Hydro One	HYDRO - TUCKERSMITH SHED	176.64
DIRECT DEBIT	9/18/2019 Hydro One	HYDRO - MCKILLOP SHED	127.49
DIRECT DEBIT	9/18/2019 Hydro One	HYDRO - MCKILLOP OFFICE	195.64
DIRECT DEBIT	9/3/2019 Hydro One	HYDRO - GFD	94.09
DIRECT DEBIT	9/30/2019 Hydro One	HYDRO - BCEM	43.96
DIRECT DEBIT	9/23/2019 Hydro One	HYDRO - STREETLIGHTS	20.03
DIRECT DEBIT	9/16/2019 Hydro One	HYDRO - SEAFORTH STP	5,744.86
DIRECT DEBIT	9/3/2019 Hydro One	HYDRO - VANASTRA STP	2,418.08
DIRECT DEBIT	9/10/2019 Hydro One	HYDRO - STREETLIGHTS	705.47
DIRECT DEBIT	9/23/2019 Hydro One	HYDRO -STREETLIGHTS	452.99
DIRECT DEBIT	9/23/2019 Hydro One	HYDRO - STREETLIGHT	318.94
DIRECT DEBIT	9/30/2019 Hydro One	HYDRO - GFD	75.17
DIRECT DEBIT	9/25/2019 Hydro One	HYDRO - VANASTRA WATER	666.92
DIRECT DEBIT	9/25/2019 Hydro One	HYDRO - VRC	1,732.43
DIRECT DEBIT	9/25/2019 Hydro One	HYDRO - VRC BALL PARK	36.83
DIRECT DEBIT	9/25/2019 Hydro One	HYDRO - VRC FOOD BOOTH	43.45
DIRECT DEBIT	9/5/2019 Hydro One	HYDRO - VRC MICROFIT GEN	4.47
DIRECT DEBIT	9/25/2019 Hydro One	HYDRO - BRUCEFIELD WTP	464.61
DIRECT DEBIT	9/26/2019 Municipality of Morris-Turnberry	3RD QUARTER TAXES	61.43
DIRECT DEBIT	9/24/2019 Telizon Inc	LOND DISTANCE CHARGES	11.20
DIRECT DEBIT	9/23/2019 Tuckersmith Comm Co-Op	INTERNET - SDCC	155.94
DIRECT DEBIT	9/23/2019 Tuckersmith Comm Co-Op	INTERNET - BRUSSELS OPP	73.45
DIRECT DEBIT	9/23/2019 Tuckersmith Comm Co-Op	INTERNET - TUCKERSMITH/GREY	109.46
DIRECT DEBIT	9/23/2019 Tuckersmith Comm Co-Op	PHONE-BRUCEFIELD/C4TH/WELSH	310.75
DIRECT DEBIT	9/23/2019 Tuckersmith Comm Co-Op	INTERNET/PHONE - BMG	106.71
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - BMG	99.62
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - SDCC	529.45
DIRECT DEBIT	9/12/2019 Union Gas	HEAT - VRC	438.63
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - BMG POOL	373.91
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - BMD	24.86
DIRECT DEBIT	9/19/2019 Union Gas	HEAT - TUCKERSMITH SHED	24.86
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - 240 TURNBERRY SHED	24.86
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - FHT	113.03

DIRECT DEBIT	9/19/2019 Union Gas	HEAT - SFD	25.70
DIRECT DEBIT	9/19/2019 Union Gas	HEAT - SLIB	24.86
DIRECT DEBIT	9/19/2019 Union Gas	HEAT - TH	28.21
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - BLIB	29.81
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - SEAFORTH WTP - 30WELSH	25.59
DIRECT DEBIT	9/5/2019 Union Gas	HEAT - BFD	31.11
DIRECT DEBIT	9/23/2019 Waste Management	WASTE RMVL-BRUSS/C4TH/VAN/TUCK	27,112.97
DIRECT DEBIT	9/23/2019 Waste Management	WASTE REMOVAL-TUCKERSMITH SHED	976.12
DIRECT DEBIT	9/23/2019 Waste Management	WASTE REMOVAL - SDCC	1,296.48
DIRECT DEBIT	9/23/2019 Waste Management	WASTE REMOVAL - BMG	564.15
DIRECT DEBIT	9/5/2019 Kincardine Cable	INTERNET - GFD	41.75
DIRECT DEBIT	10/8/2019 CIBC Visa	CBO - CLOTHING EXPENSE	118.14
DIRECT DEBIT	10/8/2019 CIBC Visa	CBO - CLOTHING EXPENSE	119.14
DIRECT DEBIT	10/8/2019 CIBC Visa	CBO - CLOTHING ALLOWANCE	89.27
DIRECT DEBIT	10/8/2019 CIBC Visa	SDCC - WATER FILTER/CARTRIDGE	168.80
DIRECT DEBIT	10/8/2019 CIBC Visa	SDCC - BULBS	30.50
DIRECT DEBIT	10/8/2019 CIBC Visa	CBO - OBOAA CONFERENCE	217.84
DIRECT DEBIT	10/8/2019 CIBC Visa	BMG - MEAL EXPENSE	79.31
DIRECT DEBIT	10/8/2019 CIBC Visa	BMG - MEAL EXPENSE	21.22
DIRECT DEBIT	10/8/2019 CIBC Visa	PW - TRAINING	61.82
DIRECT DEBIT	10/8/2019 CIBC Visa	SDCC - PAINT - PICKLEBALL	50.30
DIRECT DEBIT	10/8/2019 CIBC Visa	BMG - CLOTHING ALLOWANCE	22.60
DIRECT DEBIT	10/8/2019 CIBC Visa	PW - FUEL	101.09
DIRECT DEBIT	10/8/2019 CIBC Visa	CBO - WORK BOOTS	180.73
DIRECT DEBIT	10/8/2019 CIBC Visa	W/WW - ONSTAR PLAN	39.55
DIRECT DEBIT	10/8/2019 CIBC Visa	TDN - LICENSE	140.00
DIRECT DEBIT	10/8/2019 CIBC Visa	BMG - BATTERY/POOL R&M	197.68
DIRECT DEBIT	10/8/2019 CIBC Visa	BMG - POSTAGE/ENVELOPE	17.66
DIRECT DEBIT	10/8/2019 CIBC Visa	OMTRA CONFERENCE	472.34
DIRECT DEBIT	10/8/2019 CIBC Visa	EDO - WEBSITE DESIGN	25.00
DIRECT DEBIT	10/8/2019 CIBC Visa	W/WW - TRAINING	72.55
DIRECT DEBIT	10/8/2019 CIBC Visa	WINTHROP BALL- TOUR SEPT 12-14	2,395.45
DIRECT DEBIT	10/8/2019 CIBC Visa	AWWA MEMBERSHIP	439.13
Total Direct Debits for Approval			\$ 101,046.54

EFT000000001765	10/16/2019 Abi Corbett	BMG - MILEAGE/BOOTH SUPPLIES	643.13
EFT000000001766	10/16/2019 Brad Dietrich	CBO - MILEAGE SEPTEMBER	2,121.96
EFT000000001767	10/16/2019 Robert Fisher	FISHER - MILEAGE SEPT 2019	40.15
EFT000000001767	10/16/2019 Robert Fisher	FISHER - AMO EXPENSES 2019	535.96
EFT000000001768	10/16/2019 Jan Hawley	EDO - MILEAGE/MTG EXPENSE	118.54
EFT000000001769	10/16/2019 John Hill	BLDG/PROP - MILEAGE/BOOTS	899.89
EFT000000001770	10/16/2019 Keppel Creek	BYLAW ENFORCEMENT SEPTEMBER	2,019.83
EFT000000001771	10/16/2019 Brad Knight	ADMIN - O'REILLY /MILEAGE	160.35
EFT000000001771	10/16/2019 Brad Knight	ADMIN - AMO EXP - SUPPLIES	862.91
EFT000000001772	10/16/2019 Helen McNaughton	TH - CLEANING AUGUST 2019	1,096.85
EFT000000001772	10/16/2019 Helen McNaughton	TH - CLEANING SEPTEMBER 2019	877.48
EFT000000001773	10/16/2019 Steve Steiss	PW - CLOTHING ALLOWANCE	400.00
EFT000000001774	10/16/2019 Jim Stephenson	GFD - MEDICAL	125.00
EFT000000001775	10/16/2019 Robert Trick	ANIMAL CONTROL - JUNE 2019	963.16
EFT000000001775	10/16/2019 Robert Trick	ANIMAL CONTROL - JULY 2019	1,372.30
EFT000000001776	10/16/2019 Nancy Whidden	TDN - GROCERIES	92.83
Total EFT's for Approval			\$ 12,330.34

Total Payroll-Pay Period 19 & 20 - Full-time, Part-time, Monthly \$ 155,179.04

TOTAL FOR APPROVAL BY COUNCIL \$ 4,119,750.98

Mayor, Bernie MacLellan

Treasurer, Paula Michiels



Municipality of Huron East
Executive Summary
2019 Revenue & Expenditures
 as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
Revenue						
Prior Year (Surplus)/Deficit	(117,098)	0	257,711	(126,678)	(384,389)	(303.4%)
Taxation	(6,612,343)	(3,534,637)	(7,103,386)	(7,147,381)	(43,995)	(0.6%)
Federal	(313,482)	(25,000)	(458,674)	(589,180)	(130,506)	(22.2%)
Provincial	(1,973,481)	(132,100)	(2,099,989)	(2,510,251)	(410,262)	(16.3%)
Other Municipalities	(649,370)	(76,725)	(500,332)	(820,658)	(320,326)	(39.0%)
Water/Sewer Rates	(2,283,687)	(422,631)	(1,794,851)	(2,333,872)	(539,021)	(23.1%)
Donations	(25,085)	0	(26,579)	(65,550)	(38,971)	(59.5%)
User Fees	(2,621,796)	(211,405)	(1,750,304)	(2,353,647)	(603,343)	(25.6%)
Interest	(567,807)	(17,975)	(165,889)	(434,162)	(268,273)	(61.8%)
Other Revenue	120,418	0	(167,133)	(218,608)	(51,475)	(23.5%)
Total Revenue	(15,043,731)	(4,420,473)	(13,809,426)	(16,599,987)	(2,790,561)	(16.8%)
Expenditures						
Salaries & Benefits	3,816,804	273,944	2,670,937	4,030,445	1,359,508	33.7%
Operating	7,342,287	540,637	5,970,377	8,827,292	2,856,915	32.4%
Debt Repayment	166,517	2,575	36,980	40,016	3,036	7.6%
Capital	3,222,930	716,940	2,583,151	7,299,010	4,715,859	64.6%
Other Items	460,944	101,793	191,710	(3,596,776)	(3,788,484)	(105.3%)
Total Expenditures	15,009,482	1,635,889	11,453,155	16,599,987	5,146,832	31.0%
GRAND TOTAL	(34,249)	(2,784,584)	(2,356,271)	0	2,356,271	0.0%



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
STREET LIGHTING SYSTEMS						
MOLESWORTH						
St Lght - Molesworth - Rev-Special Rate Area Levy	(800)	(370)	(800)	(800)	0	0.0%
St Lght - Molesworth - Utilities	399	35	299	425	(126)	29.6%
St Lght - Molesworth - Transfer to Reserves	401	0	0	375	(375)	100.0%
Total - St Lghts Molesworth	0	(335)	(501)	0	(501)	0.0%
ETHEL						
St Lght - Ethel - Rev-Special Rate Area Levy	(3,809)	(1,714)	(3,697)	(3,700)	3	(0.1%)
St Lght - Ethel - Utilities	1,244	109	925	1,310	(385)	(29.4%)
St Lght - Ethel - Inspections/Repairs/Upgrades	0	0	0	500	(500)	(100.0%)
St Lght - Ethel - Debt Pymt - Interest	165	0	0	77	(77)	(100.0%)
St Lght - Ethel - Transfer to Reserves	2,400	0	0	1,813	(1,813)	(100.0%)
Total - St Lghts Ethel	0	(1,605)	(2,772)	0	(2,772)	0.0%
CRANBROOK						
St Lght - Cranbrook - Rev-Special Rate Area Levy	(2,992)	(1,485)	(3,000)	(3,000)	0	0.0%
St Lght - Cranbrook - Utilities	882	76	660	926	(266)	28.7%
St Lght - Cranbrook - Debt Pymt - Interest	0	0	0	7	(7)	100.0%
St Lght - Cranbrook - Transfer to Reserves	2,109	0	0	2,067	(2,067)	100.0%
Total - St Lghts Cranbrook	(1)	(1,409)	(2,340)	0	(2,340)	0.0%
WALTON						
St Lght - Walton - Rev-Special Rate Area Levy	(1,365)	(480)	(1,030)	(1,000)	(30)	3.0%
St Lght - Walton - Utilities	621	52	449	650	(201)	(30.9%)
St Lght - Walton - Transfer to Reserves	743	0	0	350	(350)	(100.0%)
Total - St Lghts Walton	(1)	(428)	(581)	0	(581)	0.0%
BRUSSELS						
St Lght - Brussels - Rev-Special Rate Area Levy	(50,339)	5,700	(19,955)	(20,000)	45	(0.2%)
St Lght - Brussels - Rev - Other Municipality	(1,947)	0	(780)	(1,950)	1,170	(60.0%)
St Lght - Brussels - Utilities	7,970	762	6,702	8,400	(1,698)	(20.2%)
St Lght - Brussels - Inspections/Repairs/Upgrades	0	2,227	9,600	1,000	8,600	860.0%
St Lght - Brussels - Debt Pymt - Interest	1,389	0	0	215	(215)	(100.0%)
St Lght - Brussels - Transfer to Reserves	42,927	0	0	12,335	(12,335)	(100.0%)
Total - St Lghts Brussels	0	8,689	(4,433)	0	(4,433)	0.0%
DUBLIN						
St Lght - Dublin - Rev-Special Rate Area Levy	(462)	(237)	(488)	(500)	12	(2.4%)
St Lght - Dublin - Utilities	315	0	0	335	(335)	(100.0%)
St Lght - Dublin - Transfer to Reserves	147	0	0	165	(165)	(100.0%)
Total - St Lghts Dublin	0	(237)	(488)	0	(488)	0.0%
ST COLUMBAN						
St Lght - St Columban - Rev-Special Rate Area Levy	(1,136)	(592)	(1,200)	(1,200)	0	0.0%
St Lght - St Columban - Utilities	789	0	0	830	(830)	(100.0%)
St Lght - St Columban - Transfer to Reserves	347	0	0	370	(370)	(100.0%)
Total - St Lghts St Columban	0	(592)	(1,200)	0	(1,200)	0.0%
SEAFORTH						
St Lght - Seaforth - Rev-Special Rate Area Levy	(80,383)	10,870	(29,982)	(30,000)	18	(0.1%)
St Lght - Seaforth - Utilities	16,522	1,566	13,992	17,400	(3,408)	(19.6%)
St Lght - Seaforth - Inspections/Repairs/Upgrades	2,094	0	0	5,000	(5,000)	(100.0%)
St Lght - Seaforth - Transfer to Reserves	69,056	0	0	7,600	(7,600)	(100.0%)
St Lght - Seaforth - Transfer from Reserves	(7,290)	0	0	0	0	0.0%
Total - St Lghts Seaforth	(1)	12,436	(15,990)	0	(15,990)	0.0%
HARPURHEY						
St Lght - Harpurhey - Rev-Special Rate Area Levy	(4,006)	(1,927)	(4,000)	(4,000)	0	0.0%
St Lght - Harpurhey - Utilities	1,074	99	760	1,125	(365)	(32.4%)
St Lght - Harpurhey - Debt Pymt - Interest	0	0	0	83	(83)	(100.0%)
St Lght - Harpurhey - Transfer to Reserves	4,357	0	0	2,792	(2,792)	(100.0%)
St Lght - Harpurhey - Transfer from Reserves	(1,425)	0	0	0	0	0.0%
Total - St Lghts Harpurhey	0	(1,828)	(3,240)	0	(3,240)	0.0%
EGMONDVILLE						
St Lght - Egmondville - Rev-Special Rate Area Levy	(6,031)	(2,871)	(6,000)	(6,000)	0	0.0%
St Lght - Egmondville - Utilities	3,232	293	2,353	3,400	(1,047)	(30.8%)
St Lght - Egmondville - Insp/Repairs/Upgrades	0	0	0	500	(500)	(100.0%)
St Lght - Egmondville - Transfer to Reserves	2,799	0	0	2,100	(2,100)	(100.0%)
Total - St Lghts Egmondville	0	(2,578)	(3,647)	0	(3,647)	0.0%
BRIDGES						
St Lght - Bridges - Special Area Levy	(11,350)	(5,488)	(11,350)	(11,350)	0	0.0%
St Lght - Bridges - Utilities	2,926	254	2,194	3,075	(881)	(28.7%)
St Lght - Bridges - Transfer to Reserves	8,424	0	3,953	8,275	(4,322)	(52.2%)
Total - St Lghts Bridges	0	(5,234)	(5,203)	0	(5,203)	0.0%
VANASTRA						
St Lght - Vanastra - Rev-Special Rate Area Levy	(7,083)	(2,408)	(5,994)	(6,000)	6	(0.1%)
St Lght - Vanastra - Utilities	3,748	342	2,640	3,950	(1,310)	(33.2%)
St Lght - Vanastra - Inspections/Repairs/Upgrades	(57)	0	0	1,500	(1,500)	(100.0%)
St Lght - Vanastra - Transfer to Reserves	3,392	0	0	550	(550)	(100.0%)
Total - St Lghts Vanastra	0	(2,066)	(3,354)	0	(3,354)	0.0%

Paula Michiels:
User Pay Systems

Paula Michiels:
Debt will be paid off in 2020

Paula Michiels:
Debt will be paid off in 2019

Paula Michiels:
Debt paid off in 2019

Paula Michiels:
New poles purchased

Paula Michiels:
Should be able to pay off debt in 2019

Paula Michiels:
Debt will be paid off in 2020



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
BRUCEFIELD						
St Lght - Brucefield - Rev-Special Rate Area Levy	(986)	(487)	(993)	(1,000)	7	(0.7%)
St Lght - Brucefield - Utilities	584	52	430	625	(195)	(31.2%)
St Lght - Brucefield - Transfer to Reserves	402	0	0	375	(375)	(100.0%)
Total - St Lghts Brucefield	0	(435)	(563)	0	(563)	0.0%
KIPPEN						
St Lght - Kippen - Rev-Special Rate Area Levy	(500)	(235)	(500)	(500)	0	0.0%
St Lght - Kippen - Utilities	171	15	128	180	(52)	(28.9%)
St Lght - Kippen - Transfer to Reserves	329	0	0	320	(320)	(100.0%)
Total - St Lghts Kippen	0	(220)	(372)	0	(372)	0.0%
OTHER ITEMS						
St Lght - Inventory	11,150	138	724	5,000	(4,276)	(85.5%)
Total - St Lghts Other Items	11,150	138	724	5,000	(4,276)	(85.5%)
Total STREET LIGHTING SYSTEMS	11,147	4,296	(43,960)	5,000	(48,960)	(979.2%)

Paula Michiels:
Y/E allocation to various systems where stock
was utilized



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
SOLAR GENERAL						
Solar - General - Transfer to Reserves	25,203	0	0	23,856	(23,856)	(100.0%)
Total - Solar General	25,203	0	0	23,856	(23,856)	(100.0%)
TRACKER - BRUSSELS STP						
REVENUES						
USER FEES						
Solar Brussels STP - Revenue	(14,133)	(1,806)	(10,265)	(14,200)	3,935	(27.7%)
Total Revenues	(14,133)	(1,806)	(10,265)	(14,200)	3,935	(27.7%)
EXPENDITURES						
OPERATING						
Solar Brussels STP - R & M - Equipment	314	0	0	1,000	(1,000)	(100.0%)
Solar Brussels STP - Rent	1,200	100	900	1,200	(300)	(25.0%)
Solar Brussels STP - Monitoring Costs	1,790	0	628	1,850	(1,222)	(66.1%)
Solar Brussels STP - Amortization	5,403	450	4,052	5,403	(1,351)	(25.0%)
Total Operating	8,707	550	5,580	9,453	(3,873)	(41.0%)
DEBT						
Solar Brussels STP - Debt Pymt-Interest	1,090	62	557	743	(186)	(25.0%)
Total Debt	1,090	62	557	743	(186)	(25.0%)
Total Expenditures	9,797	612	6,137	10,196	(4,059)	(39.8%)
Total - Solar Tracker - Brussels STP	(4,336)	(1,194)	(4,128)	(4,004)	(124)	3.1%
TRACKER (Single) - Seaforth WTP						
REVENUES						
USER FEES						
Solar Seaforth WTP (Single) - Revenue	(12,360)	(1,520)	(7,974)	(12,750)	4,776	(37.5%)
Total Revenues	(12,360)	(1,520)	(7,974)	(12,750)	4,776	(37.5%)
EXPENDITURES						
OPERATING						
Solar Seaforth WTP (Single) - R & M - Equipment	299	0	0	500	(500)	(100.0%)
Solar Seaforth WTP (Single) - Rent	1,200	100	900	1,200	(300)	(25.0%)
Solar Seaforth WTP (Single) - Monitoring Costs	0	0	499	1,200	(701)	(58.4%)
Solar Seaforth WTP (Single) - Amortization	3,643	304	2,732	3,643	(911)	(25.0%)
Total Operating	5,142	404	4,131	6,543	(2,412)	(36.9%)
DEBT						
Solar Seaforth WTP (Single) - Debt Pymt-Interest	801	45	409	546	(137)	(25.1%)
Total Debt	801	45	409	546	(137)	(25.1%)
Total Expenditures	5,943	449	4,540	7,089	(2,549)	(36.0%)
Total - Solar Tracker (Single) - Seaforth WTP	(6,417)	(1,071)	(3,434)	(5,661)	2,227	(39.3%)
TRACKER (Twin) - Seaforth WTP						
REVENUES						
USER FEES						
Solar Seaforth WTP (Twin) - Revenue	(14,631)	(2,137)	(10,768)	(14,700)	3,932	(26.7%)
Total Revenues	(14,631)	(2,137)	(10,768)	(14,700)	3,932	(26.7%)
EXPENDITURES						
OPERATING						
Solar Seaforth WTP (Twin) - R & M - Equipment	81	0	0	1,000	(1,000)	(100.0%)
Solar Seaforth WTP (Twin) - Rent	1,200	100	900	1,200	(300)	(25.0%)
Solar Seaforth WTP (Twin) - Monitoring Costs	0	0	628	1,370	(742)	(54.2%)
Solar Seaforth WTP (Twin) - Amortization	5,276	440	3,957	5,276	(1,319)	(25.0%)
Total Operating	6,557	540	5,485	8,846	(3,361)	(38.0%)
DEBT						
Solar Seaforth WTP (Twin) - Debt Pymt-Interest	1,065	60	544	725	(181)	(25.0%)
Total Debt	1,065	60	544	725	(181)	(25.0%)
Total Expenditures	7,622	600	6,029	9,571	(3,542)	(37.0%)
Total - Solar Tracker (Twin) - Seaforth WTP	(7,009)	(1,537)	(4,739)	(5,129)	390	(7.6%)

Paula Michiels:
Annual Surpluses are transferred to reserves for Energy Conservation projects

Paula Michiels:
Forecasting a little low
\$13,687

Paula Michiels:
Forecasting low -
\$10,632



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
ROOFTOP						
REVENUES						
USER FEES						
Solar Rooftop - Rev - BBCC	(2,746)	(866)	(4,045)	(5,000)	955	(19.1%)
Solar Rooftop - Rev - Brussels PW	(5,710)	(870)	(4,070)	(5,900)	1,830	(31.0%)
Solar Rooftop - Rev - C4th Fire	(5,472)	(868)	(4,066)	(5,600)	1,534	(27.4%)
Solar Rooftop - Rev - VRC	(5,902)	(825)	(4,916)	(6,000)	1,084	(18.1%)
Solar Rooftop - Rev - Seaforth PW	(4,197)	(628)	(3,058)	(4,200)	1,142	(27.2%)
Total Revenues	(24,027)	(4,057)	(20,155)	(26,700)	6,545	(24.5%)
EXPENDITURES						
OPERATING						
Solar Rooftop - Utilities	574	98	907	1,100	(193)	(17.5%)
Solar Rooftop - R & M - Equipment	305	0	0	1,000	(1,000)	(100.0%)
Solar Rooftop - Rent	5,550	400	4,350	5,550	(1,200)	(21.6%)
Solar Rooftop - Program Exp	60	33	110	500	(390)	(78.0%)
Solar Rooftop - Amortization	8,467	706	6,350	8,467	(2,117)	(25.0%)
Total Operating	14,956	1,237	11,717	16,617	(4,900)	(29.5%)
DEBT						
Solar Rooftop - Debt Pymt - Interest	1,630	85	765	1,021	(256)	(25.1%)
Total Debt	1,630	85	765	1,021	(256)	(25.1%)
Total Expenditures	16,586	1,322	12,482	17,638	(5,156)	(29.2%)
Total - Solar Rooftop	(7,441)	(2,735)	(7,673)	(9,062)	1,389	(15.3%)
Total - SOLAR	0	(6,537)	(19,974)	0	(19,974)	0.0%



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
WATER SYSTEMS						
SEAFORTH WATER SYSTEM						
REVENUES						
WATER / SEWER RATES						
W - Seaforth/Egmond - Rev-Mthly Flat Rates	(573,361)	(144,670)	(431,652)	(575,472)	143,820	(25.0%)
W - Seaforth/Egmond - Rev-Metered Rates	(126,777)	(6,479)	(109,538)	(125,000)	15,462	(12.4%)
Total Water/Sewer Rates	(700,138)	(151,149)	(541,190)	(700,472)	159,282	(22.7%)
USER FEES						
W - Seaforth/Egmond - Rev-Service Recovery Fee	(7,197)	(220)	(5,727)	(5,000)	(727)	14.5%
W - Seaforth/Egmond - Rev-Connections	(20,000)	0	(7,500)	(20,000)	12,500	(62.5%)
W - Seaforth/Egmond - Rev-Rent	(18,649)	(781)	(16,541)	(18,649)	2,108	(11.3%)
Total User Fees	(45,846)	(1,001)	(29,768)	(43,649)	13,881	(31.8%)
Total Revenues	(745,984)	(152,150)	(570,958)	(744,121)	173,163	(23.3%)
EXPENDITURES						
OPERATING						
W - Seaforth/Egmond - Operating Exp	2,680	46	764	2,000	(1,236)	(61.8%)
W - Seaforth/Egmond - Telecommunications	767	70	574	800	(226)	(28.3%)
W - Seaforth/Egmond - Utilities	38,817	3,494	30,981	40,775	(9,794)	(24.0%)
W - Seaforth/Egmond - R & M-Bldg	2,237	0	2,292	4,000	(1,708)	(42.7%)
W - Seaforth/Egmond - R & M-Equipment	10,268	10,622	19,134	35,000	(15,866)	(45.3%)
W - Seaforth/Egmond - Materials	10,374	0	1,313	13,000	(11,687)	(89.9%)
W - Seaforth/Egmond - Property Taxes	7,406	0	0	7,600	(7,600)	(100.0%)
W - Seaforth/Egmond - Insurance	895	75	671	895	(224)	(25.0%)
W - Seaforth/Egmond - Contracted Services	214,175	18,056	168,874	217,070	(48,196)	(22.2%)
W - Seaforth/Egmond - Chrg from Administration	10,990	939	8,449	11,265	(2,816)	(25.0%)
W - Seaforth/Egmond - Chrg from W/WW Admin	93,588	0	0	128,734	(128,734)	(100.0%)
W - Seaforth/Egmond - Amortization	109,696	0	0	0	0	0.0%
Total Operating	501,893	33,302	233,052	461,139	(228,087)	(49.5%)
CAPITAL						
Capital-Combined-Egmondville Project(18051)-Water	0	0	0	98,873	(98,873)	(100.0%)
Capital-Combined-Duke/Centennial- Water	(2,187)	0	0	0	0	0.0%
Capital-Combined-North & Thompson Project(18051A)W	0	0	0	6,311	(6,311)	(100.0%)
Capital-Seaforth/Egmondville W-Infrastructure Impl	0	0	331	0	331	0.0%
Total Capital	(2,187)	0	331	105,184	(104,853)	(99.7%)
OTHER ITEMS						
W - Seaforth Water Reserve - Trans to Reserve	99,963	0	0	117,222	(117,222)	(100.0%)
W - Seaforth Sewer Reserves - Transfer to Reserves	60,456	0	0	60,576	(60,576)	(100.0%)
Total Other Items	160,419	0	0	177,798	(177,798)	(100.0%)
Total Expenditures	660,125	33,302	233,383	744,121	(510,738)	(68.6%)
Total - Seaforth Water System	(85,859)	(118,848)	(337,575)	0	(337,575)	0.0%
BRUSSELS WATER SYSTEM						
REVENUES						
OTHER MUNICIPALITIES						
W - Brussels - Rev-Other Municipality	(43,346)	0	(32,582)	(43,346)	10,764	(24.8%)
Total Other Municipalities	(43,346)	0	(32,582)	(43,346)	10,764	(24.8%)
WATER / SEWER RATES						
W - Brussels - Rev-Mthly Flat Rates	(291,622)	(71,524)	(230,739)	(291,000)	60,261	(20.7%)
W - Brussels - Rev-Metered Rates	(18,879)	(11)	(16,482)	(18,000)	1,518	(8.4%)
Total Water/Sewer Rates	(310,501)	(71,535)	(247,221)	(309,000)	61,779	(20.0%)
USER FEES						
W - Brussels - Rev-Service Recovery Fee	(150)	(4,263)	(14,018)	(1,000)	(13,018)	1,301.8%
W - Brussels - Rev-Connections	(15,000)	0	(15,000)	(10,000)	(5,000)	50.0%
W - Brussels - Rev-Rent	(6,975)	(581)	(5,231)	(6,975)	1,744	(25.0%)
Total User Fees	(22,125)	(4,844)	(34,249)	(17,975)	(16,274)	90.5%
Total Revenues	(375,972)	(76,379)	(314,052)	(370,321)	56,269	(15.2%)
EXPENDITURES						
OPERATING						
W - Brussels - Operating Exp	1,173	0	2,080	1,200	880	73.3%
W - Brussels - Telecommunications	518	47	387	535	(148)	(27.7%)
W - Brussels - Utilities	24,350	2,139	19,177	25,568	(6,391)	(25.0%)
W - Brussels - R & M - Bldg	9,607	0	146	3,000	(2,854)	(95.1%)
W - Brussels - R & M-Equipment	36,006	1,431	15,246	36,000	(20,754)	(57.7%)
W - Brussels - Materials	1,296	0	0	2,000	(2,000)	(100.0%)
W - Brussels - Property Taxes	1,123	0	0	1,200	(1,200)	(100.0%)
W - Brussels - Insurance	629	52	472	629	(157)	(25.0%)
W - Brussels - Contracted Services	86,456	7,289	64,680	87,625	(22,945)	(26.2%)
W - Brussels - Chrg from Administration	4,082	349	3,138	4,184	(1,046)	(25.0%)
W - Brussels - Chrg from W/WW Admin	34,762	0	0	47,816	(47,816)	(100.0%)
W - Brussels - Amortization	52,531	0	0	0	0	0.0%
Total Operating	252,533	11,307	105,326	209,757	(104,431)	(49.8%)

Paula Michiels:
User Pay System

Paula Michiels:
3/4 billed

Paula Michiels:
3 Connections to date
Budgeted for 8

Paula Michiels:
in GL Oct

Paula Michiels:
PTTW Permti \$8,643

Paula Michiels:
Y/E Allocation between various portions of the project
(Water/Sewer/Roads/Etc)

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
3/4 billed

Paula Michiels:
3/4 billed

Paula Michiels:
6 connection to date
Budgeted for 4

Paula Michiels:
Customer water service adj
\$2,026

Paula Michiels:
Y/E Allocation



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
CAPITAL						
Capital - Combined Project - Princess St - W	0	0	0	10,000	(10,000)	(100.0%)
Capital - Combined Project - Sports Dr - W	0	0	0	10,000	(10,000)	(100.0%)
Capital - Brussels W - Reservoir	0	0	0	30,000	(30,000)	(100.0%)
Total Capital	0	0	0	50,000	(50,000)	(100.0%)
OTHER ITEMS						
W - Brussels Water Reserve - Trans to Reserve	175,970	0	0	110,564	(110,564)	(100.0%)
Total Other Items	175,970	0	0	110,564	(110,564)	(100.0%)
Total Expenditures	428,503	11,307	105,326	370,321	(264,995)	(71.6%)
Total - Brussels Water System	52,531	(65,072)	(208,726)	0	(208,726)	0.0%
BRUCEFIELD WATER SYSTEM						
REVENUES						
OTHER MUNICIPALITIES						
W - Brucefield - Rev-Other Municipality	(37,893)	(9,540)	(28,620)	(37,500)	8,880	(23.7%)
Total Other Municipalities	(37,893)	(9,540)	(28,620)	(37,500)	8,880	(23.7%)
WATER / SEWER RATES						
W - Brucefield - Rev-Mthly Flat Rates	(29,712)	(7,560)	(22,429)	(29,800)	7,371	(24.7%)
Total Water/Sewer Rates	(29,712)	(7,560)	(22,429)	(29,800)	7,371	(24.7%)
Total Revenues	(67,605)	(17,100)	(51,049)	(67,300)	16,251	(24.1%)
EXPENDITURES						
OPERATING						
W - Brucefield - Operating Exp	61	0	31	500	(469)	(93.8%)
W - Brucefield - Telecommunications	250	23	187	260	(73)	(28.1%)
W - Brucefield - Utilities	6,269	415	4,701	6,582	(1,881)	(28.6%)
W - Brucefield - R & M - Bldg	1,516	0	137	1,500	(1,363)	(90.9%)
W - Brucefield - R & M - Equipment	169	0	0	2,000	(2,000)	(100.0%)
W - Brucefield - Materials	241	0	0	500	(500)	(100.0%)
W - Brucefield - Property Taxes	626	0	0	670	(670)	(100.0%)
W - Brucefield - Insurance	753	63	565	753	(188)	(25.0%)
W - Brucefield - Contracted Service	16,374	1,380	12,250	16,595	(4,345)	(26.2%)
W - Brucefield - Chrg from Administration	628	54	483	644	(161)	(25.0%)
W - Brucefield - Chrg from W/WW Admin	5,348	0	0	7,356	(7,356)	(100.0%)
W - Brucefield - Amortization	11,039	0	0	0	0	0.0%
Total Operating	43,274	1,935	18,354	37,360	(19,006)	(50.9%)
OTHER ITEMS						
W - Brucefield Water Reserve - Trans to Reserve	35,370	0	0	29,940	(29,940)	(100.0%)
Total Other Items	35,370	0	0	29,940	(29,940)	(100.0%)
Total Expenditures	78,644	1,935	18,354	67,300	(48,946)	(72.7%)
Total - Brucefield Water System	11,039	(15,165)	(32,695)	0	(32,695)	0.0%
VANAstra WATER SYSTEM						
REVENUES						
WATER / SEWER RATES						
W - Vanastra - Rev - Metered Rates	(211,293)	455	(181,203)	(223,970)	42,767	(19.1%)
Total Water/Sewer Rates	(211,293)	455	(181,203)	(223,970)	42,767	(19.1%)
USER FEES						
W - Vanastra - Rev - Service Recovery Fee	(25)	(6,821)	(6,996)	(50)	(6,946)	13,892.0%
W - Vanastra - Rev - Connections	0	(2,500)	(2,500)	0	(2,500)	0.0%
W - Vanastra - Rev - Rent	(6,975)	(581)	(5,231)	(6,975)	1,744	(25.0%)
Total User Fees	(7,000)	(9,902)	(14,727)	(7,025)	(7,702)	109.6%
Total Revenues	(218,293)	(9,447)	(195,930)	(230,995)	35,065	(15.2%)
EXPENDITURES						
OPERATING						
W - Vanastra - Operating Exp	2,376	65	1,212	1,500	(288)	(19.2%)
W - Vanastra - Telecommunications	250	23	187	260	(73)	(28.1%)
W - Vanastra - Utilities	13,192	596	10,983	13,850	(2,867)	(20.7%)
W - Vanastra - R & M - Bldg	637	0	310	1,100	(790)	(71.8%)
W - Vanastra - R & M - Equipment	8,166	2,499	4,676	8,000	(3,324)	(41.6%)
W - Vanastra - Materials	116,426	10,433	74,771	100,000	(25,229)	(25.2%)
W - Vanastra - Property Taxes	920	420	879	975	(96)	(9.8%)
W - Vanastra - Insurance	441	37	331	441	(110)	(24.9%)
W - Vanastra - Contracted Services	47,158	3,976	35,280	47,800	(12,520)	(26.2%)
W - Vanastra - Chrg from Administration	1,884	161	1,448	1,931	(483)	(25.0%)
W - Vanastra - Chrg from W/WW Admin	16,044	0	0	22,069	(22,069)	(100.0%)
W - Vanastra - Amortization	14,646	0	0	0	0	0.0%
Total Operating	222,140	18,210	130,077	197,926	(67,849)	(34.3%)
CAPITAL						
Capital - Vanastra W - Reservoir	0	0	0	30,000	(30,000)	(100.0%)
Total Capital	0	0	0	30,000	(30,000)	(100.0%)
OTHER ITEMS						
W - Vanastra - Transfer to Reserves	10,801	0	0	3,069	(3,069)	(100.0%)
Total Other Items	10,801	0	0	3,069	(3,069)	(100.0%)
Total Expenditures	232,941	18,210	130,077	230,995	(100,918)	(43.7%)
Total - Vanastra Water System	14,648	8,763	(65,853)	0	(65,853)	0.0%
Total - WATER SYSTEMS	(7,641)	(190,322)	(644,849)	0	(644,849)	0.0%



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
SANITARY SEWER SYSTEMS						
SEAFORTH SANITARY SEWER SYSTEM						
REVENUES						
WATER / SEWER RATES						
WW - Seaforth - Rev-Mthly Flat Rates	(501,355)	(131,376)	(392,596)	(527,712)	135,116	(25.6%)
WW - Seaforth - Rev-Metered Rates	(129,096)	2,132	(99,478)	(134,970)	35,492	(26.3%)
Total Water/Sewer Rates	(630,451)	(129,244)	(492,074)	(662,682)	170,608	(25.7%)
USER FEES						
WW - Seaforth - Rev-Service Recovery Fee	(3,650)	(77)	(1,848)	(1,000)	(848)	84.8%
WW - Seaforth - Rev - Connections	(5,000)	0	(7,500)	(20,000)	12,500	(62.5%)
WW - Seaforth - Rev - Rent-Land	(6,984)	0	(4,368)	(6,984)	2,616	(37.5%)
Total User Fees	(15,634)	(77)	(13,716)	(27,984)	14,268	(51.0%)
OTHER REVENUE						
WW - Seaforth - Gain/Loss on Disposal	363	0	0	0	0	0.0%
Total Other Revenue	363	0	0	0	0	0.0%
Total Revenues	(645,722)	(129,321)	(505,790)	(690,666)	184,876	(26.8%)
EXPENDITURES						
OPERATING						
WW - Seaforth - Telecommunications	2,870	239	2,152	2,956	(804)	(27.2%)
WW - Seaforth - Utilities	79,731	6,161	67,427	83,720	(16,293)	(19.5%)
WW - Seaforth - R & M - Bldg	1,206	0	2,373	2,500	(127)	(5.1%)
WW - Seaforth - R & M-Equipment	24,737	0	9,816	25,000	(15,184)	(60.7%)
WW - Seaforth - Property Taxes	33,314	0	0	35,310	(35,310)	(100.0%)
WW - Seaforth - Insurance	5,010	418	3,758	5,010	(1,252)	(25.0%)
WW - Seaforth - Contracted Services	163,743	13,804	122,500	165,955	(43,455)	(26.2%)
WW - Seaforth - Chrg from Administration	8,164	697	6,276	8,368	(2,092)	(25.0%)
WW - Seaforth - Chrg from W/WW Admin	69,523	0	0	95,631	(95,631)	(100.0%)
WW - Seaforth - Amortization	101,771	0	0	0	0	0.0%
Total Operating	490,069	21,319	214,302	424,450	(210,148)	(49.5%)
CAPITAL						
Capital-Combined-Egmondville Project(18051)-Sewer	(4,894)	0	0	877,772	(877,772)	(100.0%)
Capital-Combined-Duke/Centennial - Extension	(3,105)	0	1,482	0	1,482	0.0%
Capital-Combined-North & Thompson Project(18051A)S	0	0	0	341,356	(341,356)	(100.0%)
Capital - Seaforth WW - Plant Expansion	0	0	7,992	61,000	(53,008)	(86.9%)
Total Capital	(7,999)	0	9,474	1,280,128	(1,270,654)	(99.3%)
OTHER ITEMS						
WW - Seaforth Sewage Reserve - Trans to Reserves	140,241	0	0	0	0	0.0%
WW - Seaforth Sewage Reserve - Trans from Reserve	0	0	0	(1,013,912)	1,013,912	(100.0%)
Total Other Items	140,241	0	0	(1,013,912)	1,013,912	(100.0%)
Total Expenditures	622,311	21,319	223,776	690,666	(466,890)	(67.6%)
Total - Seaforth Sanitary Sewer System	(23,411)	(108,002)	(282,014)	0	(282,014)	0.0%
BRUSSELS SANITARY SEWER SYSTEM						
REVENUES						
OTHER MUNICIPALITIES						
WW - Brussels - Rev-Other Municipality	(28,091)	0	(26,915)	(29,653)	2,738	(9.2%)
Total Other Municipalities	(28,091)	0	(26,915)	(29,653)	2,738	(9.2%)
WATER / SEWER RATES						
WW - Brussels - Rev-Mthly Rates	(212,133)	(55,050)	(171,954)	(223,748)	51,794	(23.1%)
WW - Brussels - Rev-Metered Rates	(11,272)	0	(11,302)	(11,900)	598	(5.0%)
Total Water/Sewer Rates	(223,405)	(55,050)	(183,256)	(235,648)	52,392	(22.2%)
USER FEES						
WW - Brussels - Service Recovery Fee	(8,339)	(7,489)	(32,114)	(8,500)	(23,614)	277.8%
WW - Brussels - Rev-Connections	(25,000)	0	(17,500)	(10,000)	(7,500)	75.0%
WW - Brussels - Rev-Rent	(2,109)	(100)	(1,431)	(2,109)	678	(32.1%)
Total User Fees	(35,448)	(7,589)	(51,045)	(20,609)	(30,436)	147.7%
INTEREST						
WW - Brussels - Interest	(5,905)	0	0	(4,607)	4,607	(100.0%)
Total Interest	(5,905)	0	0	(4,607)	4,607	(100.0%)
Total Revenues	(292,849)	(62,639)	(261,216)	(290,517)	29,301	(10.1%)
EXPENDITURES						
OPERATING						
WW - Brussels - Utilities	34,454	2,185	25,997	36,180	(10,183)	(28.1%)
WW - Brussels - R & M - Bldg	279	0	3,688	4,500	(812)	(18.0%)
WW - Brussels - R & M-Equipment	9,692	7,956	15,742	10,000	5,742	57.4%
WW - Brussels - Property Taxes	11,853	61	141	12,500	(12,359)	(98.9%)
WW - Brussels - Insurance	3,112	259	2,334	3,112	(778)	(25.0%)
WW - Brussels - Contracted Services	89,955	6,736	68,473	91,175	(22,702)	(24.9%)
WW - Brussels - Chrg from Administration	3,768	322	2,897	3,862	(965)	(25.0%)
WW - Brussels - Chrg from W/WW Admin	32,088	0	0	44,138	(44,138)	(100.0%)
WW - Brussels - Amortization	52,935	0	0	0	0	0.0%
Total Operating	238,136	17,519	119,272	205,467	(86,195)	(42.0%)

Paula Michiels:
User Pay Systems

Paula Michiels:
3/4 billed

Paula Michiels:
3 connections to date
budgeted for 8

Paula Michiels:
In GL in Oct

Paula Michiels:
Y/E Allocation

Paula Michiels:
Y/E Allocation to various
portions of the project

Paula Michiels:
Y/E Allocation to various
portions of the project

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
fully billed for 2019

Paula Michiels:
3/4 billed

Paula Michiels:
Y/E Entry

Paula Michiels:
In GL in Oct

Paula Michiels:
Y/E Allocation



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
CAPITAL						
Capital - Brussels WW - Filtration System	0	5,546	54,926	1,800,000	(1,745,074)	(96.9%)
Total Capital	0	5,546	54,926	1,800,000	(1,745,074)	(96.9%)
OTHER ITEMS						
WW - Brussels Sewage Reserve- Trans to Reserves	86,420	0	0	0	0	0.0%
WW - Brussels Sewage Reserve- Trans from Reserves	0	0	0	(1,714,950)	1,714,950	(100.0%)
Total Other Items	86,420	0	0	(1,714,950)	1,714,950	(100.0%)
Total Expenditures	324,556	23,065	174,198	290,517	(116,319)	(40.0%)
Total - Brussels Sanitary Sewer System	31,707	(39,574)	(87,018)	0	(87,018)	0.0%
VANASTRA SANITARY SEWER SYSTEM						
REVENUES						
TAXATION						
WW - Vanastra - Rev-Special Rate Area Levy	(59,672)	(24,281)	(54,580)	(54,750)	170	(0.3%)
Total Taxation	(59,672)	(24,281)	(54,580)	(54,750)	170	(0.3%)
WATER / SEWER RATES						
WW - Vanastra - Rev - Mthly Flat Rates	(178,187)	(8,548)	(127,478)	(172,300)	44,822	(26.0%)
Total Water/Sewer Rates	(178,187)	(8,548)	(127,478)	(172,300)	44,822	(26.0%)
USER FEES						
WW - Vanastra - Rev-Service Recovery Fee	0	(6,821)	(6,821)	0	(6,821)	0.0%
WW - Vanastra - Rev-Connections	0	(2,500)	(2,500)	0	(2,500)	0.0%
Total User Fees	0	(9,321)	(9,321)	0	(9,321)	0.0%
Total Revenues	(237,859)	(42,150)	(191,379)	(227,050)	35,671	(15.7%)
EXPENDITURES						
OPERATING						
WW - Vanastra - Telecommunications	488	41	366	505	(139)	(27.5%)
WW - Vanastra - Utilities	28,769	2,159	17,942	30,207	(12,265)	(40.6%)
WW - Vanastra - R & M - Bldg	859	516	1,747	2,000	(253)	(12.7%)
WW - Vanastra - R & M-Equipment	14,061	1,608	28,462	12,000	16,462	137.2%
WW - Vanastra - Property Taxes	6,887	805	2,482	3,560	(1,078)	(30.3%)
WW - Vanastra - Insurance	1,750	146	1,313	1,750	(437)	(25.0%)
WW - Vanastra - Contracted Services	50,292	4,683	35,987	54,664	(18,677)	(34.2%)
WW - Vanastra - Chrg from Administration	1,884	161	1,448	1,931	(483)	(25.0%)
WW - Vanastra - Chrg from W/WW Admin	16,044	0	0	22,069	(22,069)	(100.0%)
WW - Vanastra - Amortization	41,515	0	0	0	0	0.0%
Total Operating	162,549	10,119	89,747	128,686	(38,939)	(30.3%)
OTHER ITEMS						
WW - Vanastra - Transfer to Reserves	1,839	0	0	98,364	(98,364)	(100.0%)
Total Other Items	1,839	0	0	98,364	(98,364)	(100.0%)
Total Expenditures	164,388	10,119	89,747	227,050	(137,303)	(60.5%)
Total - Vanastra Sanitary Sewer System	(73,471)	(32,031)	(101,632)	0	(101,632)	0.0%
Total - SANITARY SEWER SYSTEMS	(65,175)	(179,607)	(470,664)	0	(470,664)	0.0%

Paula Michiels:
Y/E Journal Entries

Paula Michiels:
3/4 billed

Paula Michiels:
Sewer service install

Paula Michiels:
1 connection to date
Budget 0

Paula Michiels:
SCADA repairs \$24,372

Paula Michiels:
Y/E Allocation

Paula Michiels:
Y/E Journal Entry



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
WASTE MANAGEMENT						
SEAFORTH URBAN WASTE MANAGEMENT						
GENERAL						
REVENUES						
TAXATION						
WMgmt - Seaforth Urban - Rev - Special Rate Levy	(114,513)	(291,760)	(349,974)	(350,000)	26	(0.0%)
Total Revenues	(114,513)	(291,760)	(349,974)	(350,000)	26	(0.0%)
EXPENDITURES						
OTHER ITEMS						
WMgmt - Seaforth Urban - Transfer to Reserves	0	0	0	56,300	(56,300)	(100.0%)
WMgmt - Seaforth Urban - Transfer from Reserves	(88,557)	0	0	0	0	0.0%
Total Expenditures	(88,557)	0	0	56,300	(56,300)	(100.0%)
Total - General	(203,070)	(291,760)	(349,974)	(293,700)	(56,274)	19.2%
COLLECTION						
REVENUES						
OPERATING						
WMgmt - Seaforth Urban-Collection - Rev - Bag Tags	(64,875)	(6,583)	(61,818)	(86,000)	24,182	(28.1%)
Total Revenues	(64,875)	(6,583)	(61,818)	(86,000)	24,182	(28.1%)
EXPENDITURES						
OPERATING						
WMgmt - Seaforth Urban - Collection - Materials	3,324	0	0	2,000	(2,000)	(100.0%)
WMgmt - Seaforth Urban -Collection-Contracted Svcs	151,776	15,170	130,621	202,500	(71,879)	(35.5%)
Total Expenditures	155,100	15,170	130,621	204,500	(73,879)	(36.1%)
Total - Collection	90,225	8,587	68,803	118,500	(49,697)	(41.9%)
DISPOSAL						
EXPENDITURES						
OPERATING						
WMgmt-Seaforth Urban-Disposal-Consult/Prof Svcs	76	0	10,000	25,000	(15,000)	(60.0%)
Total - Disposal	76	0	10,000	25,000	(15,000)	(60.0%)
RECYCLING						
EXPENDITURES						
OPERATING						
WMgmt - Seaforth Urban - Recycling - Materials	380	0	1,221	200	1,021	510.5%
WMgmt -Seaforth Urban-Recycling - Contracted Svcs	112,391	0	44,252	150,000	(105,748)	(70.5%)
Total - Recycling	112,771	0	45,473	150,200	(104,727)	(69.7%)
Total - SEAFORTH URBAN WASTE MANAGEMENT	2	(283,173)	(225,698)	0	(225,698)	0.0%
BRUSSELS WASTE MANAGEMENT						
GENERAL						
PRIOR YEAR (SURPLUS) / DEFICIT						
WMgmt - Brussels - Prior Yr (Surplus)/Deficit	23,213	0	8,112	8,111	1	0.0%
Total Prior Year (Surplus) / Deficit	23,213	0	8,112	8,111	1	0.0%
TAXATION						
WMgmt - Brussels - Rev - Special Rate Area Levy	(65,451)	(31,585)	(64,940)	(65,000)	60	(0.1%)
Total Taxation	(65,451)	(31,585)	(64,940)	(65,000)	60	(0.1%)
Total - General	(42,238)	(31,585)	(56,828)	(56,889)	61	(0.1%)
COLLECTION						
REVENUES						
USER FEES						
WMgmt - Brussels Collection - Rev-Bag Tags	(34,606)	(2,280)	(27,855)	(32,711)	4,856	(14.8%)
Total Revenues	(34,606)	(2,280)	(27,855)	(32,711)	4,856	(14.8%)
EXPENDITURES						
OPERATING						
WMgmt - Brussels - Collection - Materials	1,298	0	0	1,300	(1,300)	(100.0%)
WMgmt - Brussels Collection - Collection Services	30,579	2,650	23,545	31,500	(7,955)	(25.3%)
Total Expenditures	31,877	2,650	23,545	32,800	(9,255)	(28.2%)
Total - Collection	(2,729)	370	(4,310)	89	(4,399)	(4,942.7%)
DISPOSAL						
EXPENDITURES						
OPERATING						
WMgmt - Brussels Disposal - Landfill Tipping Fees	12,662	0	5,808	12,800	(6,992)	(54.6%)
WMgmt - Brussels Disposal - Consultant/Prof Svcs	10,490	0	0	11,000	(11,000)	(100.0%)
Total - Disposal	23,152	0	5,808	23,800	(17,992)	(75.6%)
COMPOST						
WMgmt - Brussels Compost - Contracted Services	0	0	2,290	0	2,290	0.0%
Total Compost	0	0	2,290	0	2,290	0.0%

Paula Michiels:
User Pay Systems

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
9/12 forecasting \$82,424

Paula Michiels:
9/12 Forecasting \$174,161

Paula Michiels:
1/2 Forecasting \$11,616

Paula Michiels:
Y/E Billing from Morris
Turnberry



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
RECYCLING						
EXPENDITURES						
OPERATING						
WMgmt - Brussels Recycling - Materials	77	0	72	100	(28)	(28.0%)
WMgmt - Brussels Recycling - Contracted Services	29,849	2,694	27,082	32,900	(5,818)	(17.7%)
Total Expenditures	29,926	2,694	27,154	33,000	(5,846)	(17.7%)
Total - Recycling	29,926	2,694	27,154	33,000	(5,846)	(17.7%)
Total - BRUSSELS WASTE MANAGEMENT	8,111	(28,521)	(25,886)	0	(25,886)	0.0%
GREY / MCKILLOP WASTE MANAGEMENT						
GENERAL						
REVENUES						
TAXATION						
WMgmt - Grey/McKillop - Rev-Special Rate Area Levy	(109,995)	(50,434)	(113,270)	(115,000)	1,730	(1.5%)
Total Taxation	(109,995)	(50,434)	(113,270)	(115,000)	1,730	(1.5%)
Total Revenues	(109,995)	(50,434)	(113,270)	(115,000)	1,730	(1.5%)
EXPENDITURES						
OTHER ITEMS						
WMgmt - Grey/McKillop - Transfer to Reserves	20,653	0	0	0	0	0.0%
WMgmt - Grey/McKillop - Transfer from Reserves	0	0	0	(6,307)	6,307	(100.0%)
Total Expenditures	20,653	0	0	(6,307)	6,307	(100.0%)
Total - General	(89,342)	(50,434)	(113,270)	(121,307)	8,037	(6.6%)
COLLECTION						
REVENUES						
USER FEES						
WMgmt - Grey/McKillop Collection - Rev-Bag Tags	(15,046)	(1,310)	(10,287)	(17,000)	6,713	(39.5%)
Total Revenues	(15,046)	(1,310)	(10,287)	(17,000)	6,713	(39.5%)
EXPENDITURES						
OPERATING						
WMgmt - Grey/McKillop Collection -Collection Svcs	12,100	936	9,250	12,500	(3,250)	(26.0%)
Total Expenditures	12,100	936	9,250	12,500	(3,250)	(26.0%)
Total - Collection	(2,946)	(374)	(1,037)	(4,500)	3,463	(77.0%)
DISPOSAL						
REVENUES						
USER FEES						
WMgmt - Grey/McKillop Disposal - Tipping Fees	(27,548)	(2,570)	(28,468)	(30,000)	1,532	(5.1%)
Total Revenues	(27,548)	(2,570)	(28,468)	(30,000)	1,532	(5.1%)
EXPENDITURES						
SALARIES & BENEFITS						
WMgmt - Grey/McKillop Disposal - Salaries & Wages	9,843	1,487	7,515	10,065	(2,550)	(25.3%)
WMgmt - Grey/McKillop Disposal - Benefits	723	110	554	742	(188)	(25.3%)
Total Salaries & Benefits	10,566	1,597	8,069	10,807	(2,738)	(25.3%)
OPERATING						
WMgmt - Grey/McKillop Disposal - R & M-Bldg	5,434	0	0	10,000	(10,000)	(100.0%)
WMgmt - Grey/McKillop Disposal - R & M - Equip	0	0	28,297	0	28,297	0.0%
WMgmt - Grey/McKillop Disposal - Tools/Equipment	0	0	18,317	0	18,317	0.0%
WMgmt - Grey/McKillop Disposal - Materials	539	0	325	1,000	(675)	(67.5%)
WMgmt - Grey/McKillop Disposal - Property Taxes	4,167	0	0	4,200	(4,200)	(100.0%)
WMgmt - Grey/McKillop Disposal-Consultant/Prof Srv	19,921	0	19,896	42,500	(22,604)	(53.2%)
WMgmt - Grey/McKillop Disposal - Insurance	1,274	108	975	1,300	(325)	(25.0%)
WMgmt - Grey/McKillop Disposal-Contracted Svcs	9,433	0	8,059	17,000	(8,941)	(52.6%)
Total Operating	40,768	108	75,869	76,000	(131)	(0.2%)
Total Expenditures	51,334	1,705	83,938	86,807	(2,869)	(3.3%)
Total - Disposal	23,786	(865)	55,470	56,807	(1,337)	(2.4%)
RECYCLING						
REVENUES						
USER FEES						
WMgmt - Grey/McKillop Recycling - Revenue	(1,178)	0	(566)	(1,500)	934	(62.3%)
Total Revenues	(1,178)	0	(566)	(1,500)	934	(62.3%)
EXPENDITURES						
OPERATING						
WMgmt - Grey/McKillop Recycling - Materials	857	0	295	500	(205)	(41.0%)
WMgmt - Grey/McKillop - Recycling -Contracted Svcs	68,822	0	45,593	70,000	(24,407)	(34.9%)
Total Expenditures	69,679	0	45,888	70,500	(24,612)	(34.9%)
Total - Recycling	68,501	0	45,322	69,000	(23,678)	(34.3%)
Total - GREY / MCKILLOP WASTE MANAGEMENT	(1)	(51,673)	(13,515)	0	(13,515)	0.0%

Paula Michiels:
Write offs processed for
\$2,037

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
Repairs to Compactor

Paula Michiels:
Compactor

Paula Michiels:
In GL in Oct

Paula Michiels:
1/2 Forecasting
\$39,792

Paula Michiels:
7/12 Forecasting
\$13,815

Paula Michiels:
Forecasting Low - \$755

Paula Michiels:
purchase of Bag Tags

Paula Michiels:
3/4 Forecasting - \$60,791



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
VANASTRA WASTE MANAGEMENT						
GENERAL						
REVENUES						
TAXATION						
WMgmt - Vanastra - Special Area Rate Levy	0	(36,000)	(36,000)	(36,000)	0	0.0%
Total Taxation	0	(36,000)	(36,000)	(36,000)	0	0.0%
Total Revenues	0	(36,000)	(36,000)	(36,000)	0	0.0%
EXPENDITURES						
OTHER ITEMS						
WMgmt - Vanastra - Transfer to Reserves	31,842	0	0	0	0	0.0%
Total Expenditures	31,842	0	0	0	0	0.0%
Total - General	31,842	(36,000)	(36,000)	(36,000)	0	0.0%
COLLECTION						
REVENUES						
USER FEES						
WMgmt - Vanastra Collection - Rev - Bag Tags	(17,949)	(1,103)	(15,895)	(18,000)	2,105	(11.7%)
Total Revenues	(17,949)	(1,103)	(15,895)	(18,000)	2,105	(11.7%)
EXPENDITURES						
OPERATING						
WMgmt - Vanastra Collection - Materials	1,118	0	1,594	1,200	394	32.8%
WMgmt - Vanastra Collection - Contracted Services	25,722	1,909	17,025	26,025	(9,000)	(34.6%)
Total Expenditures	26,840	1,909	18,619	27,225	(8,606)	(31.6%)
Total - Collection	8,891	806	2,724	9,225	(6,501)	(70.5%)
DISPOSAL						
EXPENDITURES						
OPERATING						
WMgmt - Vanastra Disposal - Contracted Services	0	0	0	12,000	(12,000)	(100.0%)
Total - Disposal	0	0	0	12,000	(12,000)	(100.0%)
RECYCLING						
EXPENDITURES						
OPERATING						
WMgmt - Vanastra Recycling - Contracted Services	13,700	0	30,729	14,775	15,954	108.0%
Total Recycling	13,700	0	30,729	14,775	15,954	108.0%
Total - VANASTRA WASTE MANAGEMENT	54,433	(35,194)	(2,547)	0	(2,547)	0.0%
TUCKERSMITH RURAL WASTE MANAGEMENT						
GENERAL						
REVENUES						
TAXATION						
WMgmt-Tuckersmith Rural-Rev-Special Rate Area Levy	(95,065)	(22,932)	(74,943)	(75,000)	57	(0.1%)
Total Revenues	(95,065)	(22,932)	(74,943)	(75,000)	57	(0.1%)
EXPENDITURES						
OTHER ITEMS						
WMgmt - Tuckersmith Rural - Transfer to Reserves	27,761	0	0	1,950	(1,950)	(100.0%)
Total Expenditures	27,761	0	0	1,950	(1,950)	(100.0%)
Total - General	(67,304)	(22,932)	(74,943)	(73,050)	(1,893)	2.6%
COLLECTION						
REVENUES						
USER FEES						
WMgmt-Tuckersmith Rural - Collection-Rev- Bag Tags	(2,090)	(340)	(2,920)	(3,150)	230	(7.3%)
Total Revenues	(2,090)	(340)	(2,920)	(3,150)	230	(7.3%)
EXPENDITURES						
OPERATING						
WMgmt - Tuckersmith Rural - Collection - Materials	295	0	295	500	(205)	(41.0%)
WMgmt-Tuckersmith Rural-Collection-CollectionSrvc	17,941	2,558	22,824	27,000	(4,176)	(15.5%)
Total Expenditures	18,236	2,558	23,119	27,500	(4,381)	(15.9%)
Total - Collection	16,146	2,218	20,199	24,350	(4,151)	(17.0%)
DISPOSAL						
EXPENDITURES						
OPERATING						
WMgmt-Tuckersmith Rural-Disposal-Landfill Tip Fees	579	0	0	1,500	(1,500)	(100.0%)
WMgmt-Tuckersmith Rural-Disposal-Consult/Prchsd Sr	(7,998)	0	0	0	0	0.0%
WMgmt -Tuckersmith Rural-Disposal-Contracted Srvc	7,998	0	0	12,000	(12,000)	(100.0%)
Total Expenditures	579	0	0	13,500	(13,500)	(100.0%)
Total - Disposal	579	0	0	13,500	(13,500)	(100.0%)
RECYCLING						
EXPENDITURES						
OPERATING						
WMgmt - Tuckersmith Rural - Recycling - Materials	889	0	0	200	(200)	(100.0%)
WMgmt-Tuckersmith Rural-Recycling -Contracted Srvc	23,016	2,669	37,542	35,000	2,542	7.3%
Total - Recycling	23,905	2,669	37,542	35,200	2,342	6.7%
Total - TUCKERSMITH RURAL WASTE MANAGEMENT	(26,674)	(18,045)	(17,202)	0	(17,202)	0.0%

Paula Michiels:
Bag Tags

Paula Michiels:
Reviewing accounts for
misallocations

Paula Michiels:
reviewing for
misallocations

Paula Michiels:
Bag Tags

Paula Michiels:
Reviewing accounts for
misallocations

Paula Michiels:
reviewing for misallocations



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
SEAFORTH/TUCKERSMITH MIDHURON & SEAFORTH LANDFILL						
EXPENDITURES						
OPERATING						
WMgmt - C4th/Tuck - MidHuron Landfill Site (50/50)	21,650	0	111,083	79,500	31,583	39.7%
Total Operating	21,650	0	111,083	79,500	31,583	39.7%
OTHER ITEMS						
WMgmt - Seaforth Landfill - Transfer from Reserves	(10,825)	0	0	(39,750)	39,750	(100.0%)
WMgmt - Tuckersmith - Transfer from Reserves	(10,825)	0	0	(39,750)	39,750	(100.0%)
Total Other Items	(21,650)	0	0	(79,500)	79,500	(100.0%)
Total SEAFORTH/TUCKERSMITH MIDHURON & SEAFORTH LANDFILL	0	0	111,083	0	111,083	0.0%
Total - WASTE MANAGEMENT	35,871	(416,606)	(173,765)	0	(173,765)	0.0%

Paula Michiels:
Purchase Excavator - \$65k
Extra Municipal Contribution
- \$30k

Paula Michiels:
Y/E Journal Entries



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
HEALTH SERVICES						
HURON EAST HEALTH CENTRE						
REVENUES						
USER FEES						
Huron East Health Care Cntr - Rev - Rent	(160,820)	(14,217)	(124,355)	(183,700)	59,345	(32.3%)
Huron East Health Care Cntr - Rev - Rent - Equip	(12,755)	(917)	(8,707)	(7,000)	(1,707)	24.4%
Huron East Health Care Cntr - Rev - Rent - Other	(35,906)	(2,752)	(27,993)	(19,000)	(8,993)	47.3%
Total Revenues	(209,481)	(17,886)	(161,055)	(209,700)	48,645	(23.2%)
EXPENDITURES						
SALARIES & BENEFITS						
Huron East Health Care Cntr - Salaries & Wages	35,256	2,434	25,027	36,491	(11,464)	(31.4%)
Huron East Health Care Cntr - Employee Benefits	4,027	194	2,696	4,371	(1,675)	(38.3%)
Total Salaries & Benefits	39,283	2,628	27,723	40,862	(13,139)	(32.2%)
OPERATING						
Huron East Health Care Cntr - Utilities	16,494	1,918	13,401	17,325	(3,924)	(22.6%)
Huron East Health Care Cntr - Janitorial Exp	7,528	804	5,777	7,800	(2,023)	(25.9%)
Huron East Health Care Cntr - R & M-Bldg	20,697	1,683	17,980	20,000	(2,020)	(10.1%)
Huron East Health Care Cntr - Advertising	39	0	0	0	0	0.0%
Huron East Health Care Cntr - Tools/Equipment	(8)	0	0	500	(500)	(100.0%)
Huron East Health Care Cntr - Property Taxes	3,002	0	0	3,100	(3,100)	(100.0%)
Huron East Health Care Cntr - Insurance	1,810	151	1,358	1,810	(452)	(25.0%)
Huron East Health Care Cntr - Contracted Service	7,449	0	2,609	7,500	(4,891)	(65.2%)
Huron East Health Care Cntr - Amortization	29,042	2,420	21,781	29,042	(7,261)	(25.0%)
Total Operating	86,053	6,976	62,906	87,077	(24,171)	(27.8%)
DEBT						
Huron East Health Care Cntr - Debt Pymt-Principal	100,000	0	0	0	0	0.0%
Huron East Health Care Cntr - Debt Pymt-Interest	43,420	2,323	25,983	27,876	(1,893)	(6.8%)
Total Debt	143,420	2,323	25,983	27,876	(1,893)	(6.8%)
OTHER ITEMS						
Huron East Health - Working Cap - Trans to Reserve	0	0	0	53,885	(53,885)	(100.0%)
HE Health Centre - Working Cap - Transfer from Res	(59,274)	0	0	0	0	0.0%
Total Other Items	(59,274)	0	0	53,885	(53,885)	(100.0%)
Total Expenditures	209,482	11,927	116,612	209,700	(93,088)	(44.4%)
Total - HURON EAST HEALTH CENTRE	1	(5,959)	(44,443)	0	(44,443)	0.0%
BRUSSELS MEDICAL DENTAL						
REVENUE						
FEDERAL						
Brussels Med Dental - Rev - Federal	0	(25,000)	(25,000)	0	(25,000)	0.0%
Total Federal	0	(25,000)	(25,000)	0	(25,000)	0.0%
DONATIONS						
Brussels Med Dental - Rev - Donations	0	0	(10,000)	(51,500)	41,500	(80.6%)
Total Donations	0	0	(10,000)	(51,500)	41,500	(80.6%)
USER FEES						
Brussels Med Dental - Rev - Rent	(43,499)	(9,004)	(32,378)	(44,000)	11,622	(26.4%)
Total User Fees	(43,499)	(9,004)	(32,378)	(44,000)	11,622	(26.4%)
INTEREST						
Brussels Med Dental - Rev - Interest	(1,032)	0	0	(1,055)	1,055	(100.0%)
Total Interest	(1,032)	0	0	(1,055)	1,055	(100.0%)
Total Revenues	(44,531)	(34,004)	(67,378)	(96,555)	29,177	(30.2%)
EXPENDITURES						
SALARIES & BENEFITS						
Brussels Med Dental - Honorarium	1,498	0	0	1,800	(1,800)	(100.0%)
Total Salaries & Benefits	1,498	0	0	1,800	(1,800)	(100.0%)
OPERATING						
Brussels Med Dental - Utilities	4,777	324	3,880	5,020	(1,140)	(22.7%)
Brussels Med Dental - Janitorial Exp	3,295	419	3,711	3,500	211	6.0%
Brussels Med Dental - R & M-Bldg	3,201	7	2,519	6,300	(3,781)	(60.0%)
Brussels Med Dental - Office/Meeting Supplies	229	0	0	250	(250)	(100.0%)
Brussels Med Dental - Property Taxes	2,143	0	0	2,250	(2,250)	(100.0%)
Brussels Med Dental - Insurance	408	34	306	408	(102)	(25.0%)
Brussels Med Dental - Contracted Services	2,254	0	240	500	(260)	(52.0%)
Total Operating	16,307	784	10,656	18,228	(7,572)	(41.5%)
CAPITAL						
Capital - Brussels Med Dental - Bldg Renovations	0	0	0	122,400	(122,400)	(100.0%)
Total Capital	0	0	0	122,400	(122,400)	(100.0%)
OTHER ITEMS						
Brussels Med Dental - Transfer to Reserves	23,428	0	0	0	0	0.0%
Brussels Med Dental - Transfer from Reserves	0	0	0	(45,873)	45,873	(100.0%)
Total Other Items	23,428	0	0	(45,873)	45,873	(100.0%)
Total Expenditures	41,233	784	10,656	96,555	(85,899)	(89.0%)
Total BRUSSELS MEDICAL DENTAL	(3,298)	(33,220)	(56,722)	0	(56,722)	0.0%

Paula Michiels:
In GL in Oct

Paula Michiels:
7/12 Forecasting -
\$4,473

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
Grant for Lift installation

Paula Michiels:
Brussels Optimist - \$5k
Brussels Lions - \$5k

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
Alarm monitoring is less
than anticipated

Paula Michiels:
Installation of Lift deferred
to 2020

Paula Michiels:
Y/E Journal Entry



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
BRUSSELS CEMETERY						
REVENUES						
PRIOR YEAR (SURPLUS) / DEFICIT						
Brussels Cemetery - Prior Year (Surplus)/Deficit	124,095	0	122,750	122,750	0	0.0%
Total Prior Year (Surplus) / Deficit	124,095	0	122,750	122,750	0	0.0%
OTHER MUNICIPALITIES						
Brussels Cemetery - Rev - Morris-Turnberry	0	0	0	(4,515)	4,515	(100.0%)
Total Other Municipalities	0	0	0	(4,515)	4,515	(100.0%)
DONATIONS						
Brussels Cemetery - Rev - Donations	(1,720)	0	(30)	(2,000)	1,970	(98.5%)
Total Donations	(1,720)	0	(30)	(2,000)	1,970	(98.5%)
USER FEES						
Brussels Cemetery - Rev - Service Recovery Fees	(1,469)	0	(100)	(500)	400	(80.0%)
Brussels Cemetery - Rev - Sales	(9,288)	(1,920)	(4,680)	(4,500)	(180)	4.0%
Brussels Cemetery - Rev - Grave Openings	(16,050)	(7,750)	(9,100)	(14,000)	4,900	(35.0%)
Total User Fees	(26,807)	(9,670)	(13,880)	(19,000)	5,120	(26.9%)
INTEREST						
Brussels Cemetery - Rev - Interest	(1,656)	0	0	(1,800)	1,800	(100.0%)
Brussels Cemetery - Rev - Investment Interest	(3,212)	(576)	(2,692)	(3,900)	1,208	(31.0%)
Total Interest	(4,868)	(576)	(2,692)	(5,700)	3,008	(52.8%)
Total Revenues	90,700	(10,246)	106,148	91,535	14,613	16.0%
EXPENDITURES						
SALARIES & BENEFITS						
Brussels Cemetery - Salaries & Wages	19,964	3,445	16,166	23,985	(7,819)	(32.6%)
Brussels Cemetery - Honorarium	1,400	0	0	1,500	(1,500)	(100.0%)
Brussels Cemetery - Employee Benefits	2,400	416	1,947	2,812	(865)	(30.8%)
Total Salaries & Benefits	23,764	3,861	18,113	28,297	(10,184)	(36.0%)
OPERATING						
Brussels Cemetery - Operating Exp	4,955	623	3,247	5,100	(1,853)	(36.3%)
Brussels Cemetery - Utilities	387	39	309	425	(116)	(27.3%)
Brussels Cemetery - R & M-Bldg	2,950	0	7,865	14,750	(6,885)	(46.7%)
Brussels Cemetery - Tools/Equipment	(2)	0	0	200	(200)	(100.0%)
Brussels Cemetery - Fuel/Oil/Lubricants	(5)	0	523	500	23	4.6%
Total Operating	8,285	662	11,944	20,975	(9,031)	(43.1%)
Total Expenditures	32,049	4,523	30,057	49,272	(19,215)	(39.0%)
Total - BRUSSELS CEMETERY	122,749	(5,723)	136,205	140,807	(4,602)	(3.3%)
CRANBROOK CEMETERY						
REVENUES						
USER FEES						
Cranbrook Cemetery - Rev - Sales	0	0	0	(500)	500	(100.0%)
Cranbrook Cemetery - Rev - Grave Openings	0	0	0	(500)	500	(100.0%)
Total User Fees	0	0	0	(1,000)	1,000	(100.0%)
INTEREST						
Cranbrook Cemetery - Rev - Investment Interest	(152)	0	(149)	(200)	51	(25.5%)
Total Interest	(152)	0	(149)	(200)	51	(25.5%)
Total Revenues	(152)	0	(149)	(1,200)	1,051	(87.6%)
EXPENDITURES						
OPERATING						
Cranbrook Cemetery - Operating Exp	17	0	0	50	(50)	(100.0%)
Cranbrook Cemetery - Contracted Services	1,570	0	0	1,900	(1,900)	(100.0%)
Total Expenditures	1,587	0	0	1,950	(1,950)	(100.0%)
Total - CRANBROOK CEMETERY	1,435	0	(149)	750	(899)	(119.9%)

Paula Michiels:
Painting completed in Oct

Paula Michiels:
Receive Books at Y/E



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
MT PLEASANT (ETHEL) CEMETERY						
REVENUES						
DONATIONS						
Mt Pleasant Cemetery - Rev - Donations	0	0	0	(50)	50	(100.0%)
Total Donations	0	0	0	(50)	50	(100.0%)
USER FEES						
Mt Pleasant Cemetery - Rev - Sales	0	(375)	(1,500)	(625)	(875)	140.0%
Mt Pleasant Cemetery - Rev - Grave Openings	(2,500)	0	(3,250)	(2,500)	(750)	30.0%
Total User Fees	(2,500)	(375)	(4,750)	(3,125)	(1,625)	52.0%
INTEREST						
Mt Pleasant Cemetery - Rev - Interest	(275)	0	0	(200)	200	(100.0%)
Mt Pleasant Cemetery - Rev - Investment Interest	(1,086)	0	(478)	(1,000)	522	(52.2%)
Total Interest	(1,361)	0	(478)	(1,200)	722	(60.2%)
Total Revenues	(3,861)	(375)	(5,228)	(4,375)	(853)	19.5%
EXPENDITURES						
OPERATING						
Mt Pleasant Cemetery - Honorariums	100	0	0	0	0	0.0%
Mt Pleasant Cemetery - Operating Exp	1,729	0	72	2,000	(1,928)	(96.4%)
Mt Pleasant Cemetery - Contracted Services	2,410	0	0	2,500	(2,500)	(100.0%)
Total Expenditures	4,239	0	72	4,500	(4,428)	(98.4%)
Total - MT PLEASANT (ETHEL) CEMETERY	378	(375)	(5,156)	125	(5,281)	(4,224.8%)
Total HEALTH SERVICES	121,265	(45,277)	29,735	141,682	(111,947)	(79.0%)

Paula Michiels:
Receive books at Y/E



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
VANASTRA EARLY CHILDHOOD LEARNING CENTRE						
REVENUES						
OTHER MUNICIPALITIES						
Day Care - Rev - Cnty Subsidy	(149,301)	(8,098)	(74,431)	(155,000)	80,569	(52.0%)
Day Care - Rev - County-One Time Funding	(10,551)	(9,040)	(9,040)	(8,000)	(1,040)	13.0%
Day Care - Rev - County One Time	0	0	(36,318)	(34,515)	(1,803)	5.2%
Day Care - Rev - Cnty - Wage Enhancement	(25,376)	0	(25,963)	(23,000)	(2,963)	12.9%
Day Care - Rev - Cnty - Operating Grant	(107,700)	(7,345)	(66,105)	(107,700)	41,595	(38.6%)
Day Care - Rev - Cnty - Program Assistant	(3,694)	0	(3,183)	0	(3,183)	0.0%
Total Other Municipalities	(296,622)	(24,483)	(215,040)	(328,215)	113,175	(34.5%)
USER FEES						
Day Care - Rev - Service Recovery Fees	(793)	0	(2,639)	0	(2,639)	0.0%
Day Care - Rev - Day Care Fees	(205,762)	(13,273)	(134,786)	(209,000)	74,214	(35.5%)
Total User Fees	(206,555)	(13,273)	(137,425)	(209,000)	71,575	(34.2%)
Total Revenues	(503,177)	(37,756)	(352,465)	(537,215)	184,750	(34.4%)
EXPENDITURES						
SALARIES & BENEFITS						
Day Care - Salaries & Wages	413,934	28,530	291,641	449,026	(157,385)	(35.1%)
Day Care - Employee Benefits	92,841	6,975	66,367	98,966	(32,599)	(32.9%)
Total Salaries & Benefits	506,775	35,505	358,008	547,992	(189,984)	(34.7%)
OPERATING						
Day Care - Special County Funding Expenses	8,709	3,277	10,270	8,000	2,270	28.4%
Day Care - Training/Seminars/Conferences	1,731	0	100	1,000	(900)	(90.0%)
Day Care - Telecommunications	1,245	101	823	1,300	(477)	(36.7%)
Day Care - Janitorial Exp	1,545	205	1,412	1,500	(88)	(5.9%)
Day Care - R & M-Bldg	1,144	709	1,741	1,800	(59)	(3.3%)
Day Care - R & M-Equipment	1,319	0	0	2,500	(2,500)	(100.0%)
Day Care - Advertising	363	194	194	500	(306)	(61.2%)
Day Care - Office/Meeting Supplies	1,385	0	608	2,500	(1,892)	(75.7%)
Day Care - Licenses	165	0	0	170	(170)	(100.0%)
Day Care - Rent-Bldg	34,000	2,833	25,500	34,000	(8,500)	(25.0%)
Day Care - Program Exp	1,006	14	544	1,500	(956)	(63.7%)
Day Care - Supplies	269	0	0	0	0	0.0%
Day Care - Grocery Exp	22,330	1,657	14,636	23,500	(8,864)	(37.7%)
Total Operating	75,211	8,990	55,828	78,270	(22,442)	(28.7%)
Total Expenditures	581,986	44,495	413,836	626,262	(212,426)	(33.9%)
Total - VANASTRA EARLY CHILDHOOD LEARNING CENTRE	78,809	6,739	61,371	89,047	(27,676)	(31.1%)

Paula Michiels:
7/12 Forecasting - \$127,596

Paula Michiels:
Forecasting - \$88,140

Paula Michiels:
Reimbursement from AMDSB

Paula Michiels:
Forecasting - \$179,715

Paula Michiels:
19/26 Forecasting - \$399,088

Paula Michiels:
Forecasting - \$88,489

Paula Michiels:
Balance of County funding to be received to cover these costs

Paula Michiels:
8/12 Forecasting - \$21,954

Paula Michiels:
Forecasting slightly under budget



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
BMG COMMUNITY CENTRE GENERAL						
REVENUES						
PRIOR YEAR (SURPLUS) / DEFICIT						
BMG - Prior Yr (Surplus)/Deficit	81,079	0	37,692	37,692	0	0.0%
Total Prior Year (Surplus) / Deficit	81,079	0	37,692	37,692	0	0.0%
TAXATION						
BMG - Rev - Levy	(154,468)	(19,791)	(138,539)	(158,330)	19,791	(12.5%)
BMG - Rev - Special Levy--Levy - Special	(23,071)	(2,884)	(20,187)	(23,071)	2,884	(12.5%)
Total Taxation	(177,539)	(22,675)	(158,726)	(181,401)	22,675	(12.5%)
PROVINCIAL						
BMG - Rev - Prov Employment Grant	(3,360)	0	0	(3,360)	3,360	(100.0%)
Total Provincial	(3,360)	0	0	(3,360)	3,360	(100.0%)
OTHER MUNICIPALITIES						
BMG - Rev - Other Municipality	(38,617)	(4,948)	(34,634)	(39,582)	4,948	(12.5%)
BMG - Rev - Other Municipality - Special Levy	(5,768)	(721)	(5,047)	(5,768)	721	(12.5%)
Total Other Municipalities	(44,385)	(5,669)	(39,581)	(45,350)	5,669	(12.5%)
DONATIONS						
BMG - Rev - Donations	(6,951)	0	0	0	0	0.0%
Total Donations	(6,951)	0	0	0	0	0.0%
USER FEES						
BMG - Rev - Save On Energy Grant	(2,520)	0	0	0	0	0.0%
Total User Fees	(2,520)	0	0	0	0	0.0%
INTEREST						
BMG - Rev - Interest	(750)	0	0	0	0	0.0%
Total Interest	(750)	0	0	0	0	0.0%
Total Revenues	(154,426)	(28,344)	(160,715)	(192,419)	31,704	(16.5%)
EXPENDITURES						
OPERATING						
BMG - Amortization	11,937	540	4,862	6,482	(1,620)	(25.0%)
Total Operating	11,937	540	4,862	6,482	(1,620)	(25.0%)
CAPITAL						
Capital - BMG - Equipment	47,065	0	67,395	50,000	17,395	34.8%
Capital - BMG - Bldg Renovations	(47,065)	0	0	0	0	0.0%
Capital - BMG - Study	0	0	25,531	40,000	(14,469)	(36.2%)
Total Capital	0	0	92,926	90,000	2,926	3.3%
OTHER ITEMS						
BMG - BMG Rec Reserves - Trans from Reserves	(66,482)	(540)	(4,862)	(6,482)	1,620	(25.0%)
BMG-Brussels Rec Bldg Fund-Transfer to Reserves	4,593	0	0	0	0	0.0%
Total Other Items	(61,889)	(540)	(4,862)	(6,482)	1,620	(25.0%)
Total Expenditures	(49,952)	0	92,926	90,000	2,926	3.3%
Total - General	(204,378)	(28,344)	(67,789)	(102,419)	34,630	(33.8%)
ARENA						
REVENUES						
USER FEES						
BMG - Arena - Rev - Service Recovery Fee	(438)	0	(226)	(500)	274	(54.8%)
BMG - Arena - Rev - Sales - Liquor	(68,470)	(464)	(47,951)	(70,000)	22,049	(31.5%)
BMG - Arena - Rev - Admissions	(2,162)	0	(1,362)	(1,500)	138	(9.2%)
BMG - Arena - Rev - Vending Machines/Booth	(5,292)	0	(2,571)	(6,000)	3,429	(57.2%)
BMG - Arena - Rev - Sign Boards	(1,800)	(150)	0	(1,800)	1,800	(100.0%)
BMG - Arena - Rev - Rent - Ice/Floor	(1,332)	0	(2,386)	(2,000)	(386)	19.3%
BMG - Arena - Rev - Rent - Minor Hockey	(56,434)	0	(31,462)	(55,000)	23,538	(42.8%)
BMG - Arena - Rev - Rent - Ind/Old Timer	(5,213)	0	(3,444)	(5,000)	1,556	(31.1%)
BMG - Arena - Rev - Rent - Curling	(5,430)	0	(4,197)	(5,500)	1,303	(23.7%)
BMG - Arena - Rev - Rent - Figure Skating	(10,426)	0	(3,515)	(10,500)	6,985	(66.5%)
BMG - Arena - Rev - Rent - Broomball	(3,090)	0	0	(2,500)	2,500	(100.0%)
BMG - Arena - Rev - Rent - Tournaments/Lakers	0	0	0	(500)	500	(100.0%)
BMG - Arena - Rev - Rent - Auditorium	(30,725)	(535)	(8,863)	(18,000)	9,137	(50.8%)
BMG - Arena - Rev - Special Events	(11,401)	(66)	(10,908)	(10,000)	(908)	9.1%
Total Revenues	(202,213)	(1,215)	(116,885)	(188,800)	71,915	(38.1%)
EXPENDITURES						
SALARIES & BENEFITS						
BMG - Arena - Salaries & Wages	112,561	9,594	85,127	118,597	(33,470)	(28.2%)
BMG - Arena - Honorariums	8,802	0	1,463	7,840	(6,377)	(81.3%)
BMG - Arena - Employee Benefits	31,489	2,799	24,333	32,991	(8,658)	(26.2%)
Total Salaries & Benefits	152,852	12,393	110,923	159,428	(48,505)	(30.4%)

Paula Michiels:
Dehumidifiers over budget

Paula Michiels:
Campaign Coaches

Paula Michiels:
19/26 Forecasting - \$116,490

Paula Michiels:
Forecasting - \$32,444



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
OPERATING						
BMG - Arena - Travel/Expenses/Mileage	320	88	313	750	(437)	(58.3%)
BMG - Arena - Training/Seminars/Conferences	1,741	0	646	2,300	(1,654)	(71.9%)
BMG - Arena - Telecommunications	1,897	149	1,279	1,955	(676)	(34.6%)
BMG - Arena - Utilities	64,639	4,072	57,703	68,000	(10,297)	(15.1%)
BMG - Arena - Janitorial Exp	6,907	189	1,946	4,500	(2,554)	(56.8%)
BMG - Arena - R & M-Bldg	31,074	459	9,667	35,000	(25,333)	(72.4%)
BMG - Arena - R & M-Equipment	18,646	91	4,513	12,000	(7,487)	(62.4%)
BMG - Arena - Advertising	1,132	147	1,018	1,000	18	1.8%
BMG - Arena - Office/Meeting Supplies	2,897	0	36	1,500	(1,464)	(97.6%)
BMG - Arena - Fuel/Oil/Lubricants	1,836	50	1,656	2,000	(344)	(17.2%)
BMG - Arena - Membership/Dues/Subscriptions	269	0	285	300	(15)	(5.0%)
BMG - Arena - Licenses	90	0	0	90	(90)	(100.0%)
BMG - Arena - Vending/Booth Supplies	3,483	417	2,301	3,500	(1,199)	(34.3%)
BMG - Arena - Hall Supplies	5,784	0	4,504	6,000	(1,496)	(24.9%)
BMG - Arena - Liquor Supplies	32,995	0	25,850	35,000	(9,150)	(26.1%)
BMG - Arena - Special Events	7,846	0	6,750	4,500	2,250	50.0%
BMG - Arena - Insurance	9,576	798	7,182	9,576	(2,394)	(25.0%)
BMG - Arena - Contracted Services	14,630	499	7,934	14,000	(6,066)	(43.3%)
BMG - Arena - Program Supplies	800	0	726	800	(74)	(9.3%)
BMG - Arena - Clothing Allowance	410	0	280	450	(170)	(37.8%)
BMG - Arena - Chrg from Administration	3,890	332	2,990	3,987	(997)	(25.0%)
Total Operating	210,862	7,291	137,579	207,208	(69,629)	(33.6%)
Total Expenditures	363,714	19,684	248,502	366,636	(118,134)	(32.2%)
Total - Arena	161,501	18,469	131,617	177,836	(46,219)	(26.0%)
POOL						
REVENUES						
DONATIONS						
BMG - Pool - Rev - Donations	0	0	(1,450)	0	(1,450)	0.0%
Total Donations	0	0	(1,450)	0	(1,450)	0.0%
USER FEES						
BMG - Pool - Rev - Admissions	(4,551)	0	(3,211)	(4,500)	1,289	(28.6%)
BMG - Pool - Rev - Swimming Lessons	(5,424)	0	(7,115)	(5,400)	(1,715)	31.8%
BMG - Pool - Rev - Rent - Pool	0	0	(266)	0	(266)	0.0%
Total User Fees	(9,975)	0	(10,592)	(9,900)	(692)	7.0%
Total Revenues	(9,975)	0	(12,042)	(9,900)	(2,142)	21.6%
EXPENDITURES						
SALARIES & BENEFITS						
BMG - Pool - Salaries & Wages	23,380	3,412	27,039	27,362	(323)	(1.2%)
BMG - Pool - Employee Benefits	3,441	368	3,285	4,471	(1,186)	(26.5%)
Total Salaries & Benefits	26,821	3,780	30,324	31,833	(1,509)	(4.7%)
OPERATING						
BMG - Pool - Telecommunications	150	0	114	170	(56)	(32.9%)
BMG - Pool - Utilities	4,081	764	3,585	4,300	(715)	(16.6%)
BMG - Pool - R & M-Bldg	4,055	44	2,263	4,000	(1,737)	(43.4%)
BMG - Pool - R & M-Equipment	560	0	129	500	(371)	(74.2%)
BMG - Pool - Safety Devices	561	0	0	500	(500)	(100.0%)
BMG - Pool - Supplies	36	0	584	100	484	484.0%
Total Operating	9,443	808	6,675	9,570	(2,895)	(30.3%)
Total Expenditures	36,264	4,588	36,999	41,403	(4,404)	(10.6%)
Total - Pool	26,289	4,588	24,957	31,503	(6,546)	(20.8%)
SPORTS FIELDS						
REVENUES						
USER FEES						
BMG - Sports Fields - Rev - Service Recovery Fee	(2,303)	0	(3,462)	(2,876)	(586)	20.4%
BMG - Sports Fields - Rev - Rent	(2,693)	(1,351)	(1,351)	(2,200)	849	(38.6%)
Total Revenues	(4,996)	(1,351)	(4,813)	(5,076)	263	(5.2%)
EXPENDITURES						
SALARIES & BENEFITS						
BMG - Sports Fields - Salaries & Wages	8,835	704	6,228	9,823	(3,595)	(36.6%)
BMG - Sports Fields - Employee Benefits	2,928	136	1,490	2,876	(1,386)	(48.2%)
Total Salaries & Benefits	11,763	840	7,718	12,699	(4,981)	(39.2%)
OPERATING						
BMG - Sports Fields - Utilities	873	205	664	900	(236)	(26.2%)
BMG - Sports Fields - R & M	5,026	20	7,291	4,000	3,291	82.3%
Total Operating	5,899	225	7,955	4,900	3,055	62.3%
Total Expenditures	17,662	1,065	15,673	17,599	(1,926)	(10.9%)
Total - Sports Fields	12,666	(286)	10,860	12,523	(1,663)	(13.3%)
Total - BMG COMMUNITY CEN	(3,922)	(5,573)	99,645	119,443	(19,798)	(16.6%)

Paula Michiels:
Under budget for 2019

Paula Michiels:
Purchased bulk lining chalk -
Shouldn't need next year.
Diamond drags had to be
replaced - \$1,200
Breakers replaced \$1,100

Paula Michiels:
Forecasting \$132,860



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
SEAFORTH & DISTRICT COMMUNITY CENTRE						
REVENUES						
PRIOR YEAR (Surplus) / Deficit						
SDCC - Prior Yr (Surplus)/Deficit	126,062	0	130,037	130,037	0	0.0%
Total Prior Year (Surplus) / Deficit	126,062	0	130,037	130,037	0	0.0%
TAXATION						
SDCC - Rev - Levy	(145,179)	(24,801)	(148,808)	(148,808)	0	0.0%
SDCC - Rev - Deficit Reduction Levy - Special	(18,585)	(3,098)	(18,585)	(18,585)	0	0.0%
Total Taxation	(163,764)	(27,899)	(167,393)	(167,393)	0	0.0%
OTHER MUNICIPALITIES						
SDCC - Rev - Other Municipality	(14,358)	(2,453)	(14,717)	(14,717)	0	0.0%
SDCC - Other Municipality - Levy Deficit Reduction	(1,857)	(310)	(1,857)	(1,857)	0	0.0%
Total Other Municipalities	(16,215)	(2,763)	(16,574)	(16,574)	0	0.0%
DONATIONS						
SDCC - Rev - Donations	(1,150)	0	0	(1,500)	1,500	(100.0%)
Total Donations	(1,150)	0	0	(1,500)	1,500	(100.0%)
USER FEES						
SDCC - Rev - Service Recovery Fee	(248)	0	920	(250)	1,170	(468.0%)
SDCC - Rev - Sales -Expenditure Recoverable(Booth)	(4,512)	0	(2,258)	(5,000)	2,742	(54.8%)
SDCC - Rev - Sales - Liquor	(86,115)	(754)	(51,895)	(85,000)	33,105	(38.9%)
SDCC - Rev - Admissions	(500)	(900)	(900)	(1,500)	600	(40.0%)
SDCC - Rev - Vending Machines	(457)	0	(163)	(650)	487	(74.9%)
SDCC - Rev - Sign Boards	(6,108)	0	(4,900)	(6,200)	1,300	(21.0%)
SDCC - Rev - Rent - Ice	(6,517)	0	(4,212)	(5,500)	1,288	(23.4%)
SDCC - Rev - Rent-Heat/Wave/Lakers/Other	(32,043)	(3,167)	(12,580)	(32,000)	19,420	(60.7%)
SDCC - Rev - Rent - Senior Team	(6,909)	0	(1,720)	(7,500)	5,780	(77.1%)
SDCC - Rev - Rent - Seaforth Minor Hockey	(63,612)	(6,879)	(33,447)	(65,000)	31,553	(48.5%)
SDCC - Rev - Rent - Ind/Old Timer	(23,529)	(7,032)	(16,319)	(27,000)	10,681	(39.6%)
SDCC - Rev - Rent - Junior Team	(5,416)	(2,748)	(14,680)	(18,500)	3,820	(20.6%)
SDCC - Rev - Rent - Ringette	(6,963)	0	(3,877)	(7,500)	3,623	(48.3%)
SDCC - Rev - Rent - Broomball	(23,204)	(305)	(11,414)	(25,000)	13,586	(54.3%)
SDCC - Rev - Rent - Tournaments	(2,056)	0	(3,274)	(3,500)	226	(6.5%)
SDCC - Rev - Rent - Flr/Tables	(633)	0	(2,361)	(1,000)	(1,361)	136.1%
SDCC - Rev - Rent - Auditorium	(13,000)	(1,034)	(9,004)	(13,500)	4,496	(33.3%)
SDCC - Rev - Special Events	(8,123)	0	(2,455)	(7,500)	5,045	(67.3%)
SDCC - Rev - Rent - Kitchen	(7,381)	0	(6,092)	(4,000)	(2,092)	52.3%
SDCC - Rev - Rent - Victim Services	(2,460)	(205)	(2,040)	(2,500)	460	(18.4%)
SDCC - Rev - Rent - Booth	(531)	0	(708)	(1,250)	542	(43.4%)
Total User Fees	(300,317)	(23,024)	(183,379)	(319,850)	136,471	(42.7%)
INTEREST						
SDCC - Rev - Interest	(986)	0	0	(1,000)	1,000	(100.0%)
Total Interest	(986)	0	0	(1,000)	1,000	(100.0%)
Total Revenues	(356,370)	(53,686)	(237,309)	(376,280)	138,971	(36.9%)
EXPENDITURES						
SALARIES & BENEFITS						
SDCC - Salaries & Wages	172,018	13,851	124,044	185,049	(61,005)	(33.0%)
SDCC - Honorariums	7,081	0	4,125	7,700	(3,575)	(46.4%)
SDCC - Employee Benefits	41,042	3,734	30,028	43,774	(13,746)	(31.4%)
Total Salaries & Benefits	220,141	17,585	158,197	236,523	(78,326)	(33.1%)
OPERATING						
SDCC - Travel/Expenses/Mileage	269	0	0	300	(300)	(100.0%)
SDCC - Training/Seminars/Conferences	1,456	0	980	1,500	(520)	(34.7%)
SDCC - Telecommunications	3,604	280	2,485	3,800	(1,315)	(34.6%)
SDCC - Utilities	105,312	12,028	81,950	107,000	(25,050)	(23.4%)
SDCC - Janitorial Exp	10,853	1,093	8,918	10,300	(1,382)	(13.4%)
SDCC - R & M-Bldg	17,202	6,726	25,510	25,550	(40)	(0.2%)
SDCC - R & M-Equipment	26,454	12,112	33,226	20,000	13,226	66.1%
SDCC - Advertising	576	0	0	600	(600)	(100.0%)
SDCC - Office/Meeting Supplies	640	60	297	700	(403)	(57.6%)
SDCC - Fuel/Oil/Lubricants	1,985	0	859	2,100	(1,241)	(59.1%)
SDCC - Membership/Dues/Subscri	551	0	572	600	(28)	(4.7%)
SDCC - Hall Supplies	3,703	189	1,829	4,000	(2,171)	(54.3%)
SDCC - Liquor Supplies	48,146	1,387	32,072	45,000	(12,928)	(28.7%)
SDCC - Insurance	9,592	799	7,194	9,592	(2,398)	(25.0%)
SDCC - Contracted Services	19,510	1,516	16,852	20,000	(3,148)	(15.7%)
SDCC - Events Security	1,759	1,276	2,981	2,000	981	49.1%
SDCC - Program Supplies	203	0	0	250	(250)	(100.0%)
SDCC - Expenditure Recoverable	5,335	174	1,163	5,000	(3,837)	(76.7%)
SDCC - Clothing Allowance	670	115	344	700	(356)	(50.9%)
SDCC - Chrg from Administration	3,811	325	2,929	3,905	(976)	(25.0%)
SDCC - Amortization	59,125	4,927	44,344	59,125	(14,781)	(25.0%)
Total Operating	320,756	43,007	264,505	322,022	(57,517)	(17.9%)

Paula Michiels:
Correction to Vicitm
Services billing

Paula Michiels:
8/12 Forecasting - \$77,843

Paula Michiels:
done

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
19/26 Forecasting -
\$169,744

Paula Michiels:
Forecasting - \$40,037

Paula Michiels:
Correction to water billing
error - \$4,347

Paula Michiels:
At Budget now.
Flooring was paid for by the
fundraising reserve -
\$4,478

Paula Michiels:
A couple unexpected
equipment issues
Motors went and
compressor needed work



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
CAPITAL						
Capital - SDCC - Equipment	(3,955)	0	0	0	0	0.0%
Total Capital	(3,955)	0	0	0	0	0.0%
OTHER ITEMS						
SDCC - Seaforth Rec Reserves - Trans to Reserve	986	0	0	1,000	(1,000)	(100.0%)
SDCC - Seaforth Rec Reserves - Trans from Reserve	(185,021)	(4,927)	(48,822)	(59,125)	10,303	(17.4%)
Total Other Items	(184,035)	(4,927)	(48,822)	(58,125)	9,303	(16.0%)
Total Expenditures	352,907	55,665	373,880	500,420	(126,540)	(25.3%)
Total SEAFORTH & DISTRICT COMMUNITY CENTRE	(3,463)	1,979	136,571	124,140	12,431	10.0%

Paula Michiels:
Transfer interest to
reserves at Y/E

Paula Michiels:
Overbudget and only 3/4
thru the year



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
VANASTRA RECREATION CENTRE						
GENERAL						
REVENUES						
TAXATION						
VRC - Rev - Levy	(170,499)	(14,563)	(131,071)	(174,761)	43,690	(25.0%)
VRC - Rev - Special Levy	(22,429)	(1,869)	(16,822)	(22,429)	5,607	(25.0%)
Total Taxation	(192,928)	(16,432)	(147,893)	(197,190)	49,297	(25.0%)
FEDERAL						
VRC - Rev - Fed Employment Grant	(1,680)	0	0	(1,700)	1,700	(100.0%)
Total Federal	(1,680)	0	0	(1,700)	1,700	(100.0%)
PROVINCIAL						
VRC - Rev - Prov Employment Grant	0	0	0	(1,000)	1,000	(100.0%)
Total Provincial	0	0	0	(1,000)	1,000	(100.0%)
OTHER MUNICIPALITIES						
VRC - Rev - Cnty	(1,508)	0	(500)	(500)	0	0.0%
Total Other Municipalities	(1,508)	0	(500)	(500)	0	0.0%
DONATIONS						
VRC - Rev - Donations	(50)	0	(6,585)	0	(6,585)	0.0%
Total Donations	(50)	0	(6,585)	0	(6,585)	0.0%
USER FEES						
VRC - Rev - Sales	(873)	(373)	(1,344)	(875)	(469)	53.6%
VRC - Rev - Admissions	(24,437)	(59)	(17,434)	(21,000)	3,566	(17.0%)
VRC - Rev - Vending Machines/Booth	(391)	0	(298)	(350)	52	(14.9%)
VRC - Rev - Swimming Lessons	(78,786)	(8,933)	(68,880)	(79,000)	10,120	(12.8%)
VRC - Rev - Memberships	(50,906)	(2,781)	(42,922)	(50,000)	7,078	(14.2%)
VRC - Rev - Rent - Pool	(23,817)	(1,422)	(19,920)	(25,000)	5,080	(20.3%)
VRC - Rev - Rent - Hall	(4,074)	(235)	(3,151)	(4,500)	1,349	(30.0%)
VRC - Rev - Special Events	0	0	(345)	0	(345)	0.0%
VRC - Rev - Rent - Day Care	(34,000)	(2,833)	(25,500)	(34,000)	8,500	(25.0%)
VRC - Rev - Day Camp	(44,130)	(11,275)	(30,386)	(40,000)	9,614	(24.0%)
VRC - Rev - Rent - Solar	(1,200)	(100)	(900)	(1,200)	300	(25.0%)
Total User Fees	(262,614)	(28,011)	(211,080)	(255,925)	44,845	(17.5%)
Total Revenues	(458,780)	(44,443)	(366,058)	(456,315)	90,257	(19.8%)
EXPENDITURES						
SALARIES & BENEFITS						
VRC - Salaries & Wages	246,012	21,376	183,714	256,848	(73,134)	(28.5%)
VRC - Honorariums	2,830	0	0	2,900	(2,900)	(100.0%)
VRC - Employee Benefits	43,263	3,561	32,904	46,163	(13,259)	(28.7%)
Total Salaries & Benefits	292,105	24,937	216,618	305,911	(89,293)	(29.2%)
OPERATING						
VRC - Travel/Expenses/Mileage	337	0	0	500	(500)	(100.0%)
VRC - Training/Seminars/Conferences	1,187	0	1,372	2,400	(1,028)	(42.8%)
VRC - Telecommunications	2,129	161	1,548	2,050	(502)	(24.5%)
VRC - Utilities	42,980	3,980	30,340	45,000	(14,660)	(32.6%)
VRC - Janitorial Exp	4,359	652	2,290	5,000	(2,710)	(54.2%)
VRC - R & M-Bldg	22,783	968	26,106	19,500	6,606	33.9%
VRC - R & M-Equipment	8,866	4,705	8,378	11,000	(2,622)	(23.8%)
VRC - Advertising	3,505	0	999	2,000	(1,001)	(50.1%)
VRC - Office/Meeting Supplies	2,089	541	1,653	2,500	(847)	(33.9%)
VRC - Membership/Dues/Subscriptions	269	0	285	280	5	1.8%
VRC - Safety Devices	226	0	0	300	(300)	(100.0%)
VRC - Consultant/Professional Services	3,036	459	2,083	2,500	(417)	(16.7%)
VRC - Insurance	4,626	386	3,470	4,626	(1,156)	(25.0%)
VRC - Contracted Services	1,377	0	244	1,425	(1,181)	(82.9%)
VRC - Program Exp	14,898	447	6,606	14,000	(7,394)	(52.8%)
VRC - Supplies	10,436	422	4,012	5,000	(988)	(19.8%)
VRC - Expenditure Recoverable	0	94	1,126	875	251	28.7%
VRC - Clothing Allowance	1,240	0	722	1,000	(278)	(27.8%)
VRC - Amortization	14,421	0	0	0	0	0.0%
Total Operating	138,764	12,815	91,234	119,956	(28,722)	(23.9%)
CAPITAL						
Capital - VRC - Bldg Renovations	0	0	0	302,500	(302,500)	(100.0%)
Total Capital	0	0	0	302,500	(302,500)	(100.0%)
OTHER ITEMS						
VRC - Wrkg Cap - Transfer from Reserves	0	0	0	(221,813)	221,813	(100.0%)
VRC - VRC Rec Reserves - Trans to Reserves	16,815	479	479	0	479	0.0%
VRC - VRC Rec Reserves - Trans from Reserves	0	0	0	(55,419)	55,419	(100.0%)
Total Other Items	16,815	479	479	(277,232)	277,711	(100.2%)
Total Expenditures	447,684	38,231	308,331	451,135	(142,804)	(31.7%)
Total General	(11,096)	(6,212)	(57,727)	(5,180)	(52,547)	1,014.4%

Paula Michiels:
Stay Safe and Home Alone
Courses

Paula Michiels:
Final County Subsidy
received in Oct - \$11,730

Paula Michiels:
19/26 Forecasting -
\$251,398

Paula Michiels:
Forecasting - \$43,872

Paula Michiels:
Project deferred 2020

Paula Michiels:
Y/E Journal Entries



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
VANASTRA PARK MAINTENANCE						
EXPENDITURES						
OPERATING						
VRC - Park Maint - Utilities	644	70	500	680	(180)	(26.5%)
VRC - Park Maint - R & M-Bldg	312	0	797	4,500	(3,703)	(82.3%)
Total Expenditures	956	70	1,297	5,180	(3,883)	(75.0%)
Total Vanastra Park Maintenance	956	70	1,297	5,180	(3,883)	(75.0%)
VANASTRA HARLEY FUNDRAISER						
VRC - Harley Fundraising - Interest	(19)	0	0	0	0	0.0%
Total Vanastra Harley Fundraiser	(19)	0	0	0	0	0.0%
VANASTRA FUNDRAISING						
VRC - Fundraising - Rev - Project Revenue	(3,560)	0	(3,620)	0	(3,620)	0.0%
VRC - Fundraising - Program Exp	2,824	0	3,141	0	3,141	0.0%
Total Vanastra Fundraising	(736)	0	(479)	0	(479)	0.0%
Total VANASTRA RECREATION CENTRE	(10,895)	(6,142)	(56,909)	0	(56,909)	0.0%



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
GENERAL REVENUES						
REVENUES						
TAXATION						
HE - Levy/Taxation	(3,673,860)	(2,194,793)	(4,086,798)	(3,969,271)	(117,527)	3.0%
Supplementals	(56,531)	(5,584)	(8,167)	(56,000)	47,833	(85.4%)
Total Taxation	(3,730,391)	(2,200,377)	(4,094,965)	(4,025,271)	(69,694)	1.7%
FEDERAL						
Roads - Rev - Gas Tax	(295,067)	0	(433,674)	(572,280)	138,606	(24.2%)
Total Federal	(295,067)	0	(433,674)	(572,280)	138,606	(24.2%)
PROVINCIAL						
Admin - Rev - OMPF Funding	(1,499,600)	0	(1,004,767)	(1,319,700)	314,933	(23.9%)
Admin - Rev - Prov - Court Security Prisoner Trans	(7,255)	0	(1,879)	(7,514)	5,635	(75.0%)
Admin - Rev - Prov - Cannabis	0	0	(16,211)	0	(16,211)	0.0%
Admin - Prov - Modernization 2019	0	0	(604,816)	(604,816)	0	0.0%
Roads - Rev - Prov Aggregate Resources	(49,022)	(112,100)	(112,100)	(45,000)	(67,100)	149.1%
Total Provincial	(1,555,877)	(112,100)	(1,739,773)	(1,977,030)	237,257	(12.0%)
OTHER MUNICIPAL						
Roads - Rev - Cnty - Bridge Download	0	0	0	(150,000)	150,000	(100.0%)
Total Other Municipal	0	0	0	(150,000)	150,000	(100.0%)
DONATIONS						
Admin - Rev - Donations	863	0	0	0	0	0.0%
Total Donations	863	0	0	0	0	0.0%
USER FEES						
Admin - Rev - Bldg & Land Sales	(138,947)	0	0	0	0	0.0%
Total User Fees	(138,947)	0	0	0	0	0.0%
OTHER REVENUE						
Admin - Rev - Vibrancy Fund - Varna Wind	(49,000)	0	(49,000)	(49,000)	0	0.0%
Admin - Rev - Vibrancy Fund - Northland	(51,475)	0	0	(51,475)	51,475	(100.0%)
Admin - Rev - Vibrancy Fund - St Columban	(117,130)	0	(118,133)	(118,133)	0	0.0%
Total Other Revenue	(217,605)	0	(167,133)	(218,608)	51,475	(23.5%)
Total Revenues	(5,937,024)	(2,312,477)	(6,435,545)	(6,943,189)	507,644	(7.3%)
EXPENDITURES						
OPERATING						
Admin - Tax Write Offs	55,704	40,360	45,764	60,000	(14,236)	(23.7%)
Total Operating	55,704	40,360	45,764	60,000	(14,236)	(23.7%)
OTHER ITEMS						
Admin - Transfer to Reserve	294,953	0	0	0	0	0.0%
Admin - Wrkg Capital - Transfer from Reserves	(32,302)	0	118,133	(61,347)	179,480	(292.6%)
Admin - Equipment Rsrv - Transfer to Reserves	99,769	0	49,000	49,000	0	0.0%
Roads - Bridge Reserves - Transfer to Reserves	295,067	0	0	572,280	(572,280)	(100.0%)
Roads - Bridges - Transfer to Reserves	49,022	112,100	112,100	195,000	(82,900)	(42.5%)
Total Other Items	706,509	112,100	279,233	754,933	(475,700)	(63.0%)
Total Expenditures	762,213	152,460	324,997	814,933	(489,936)	(60.1%)
Total - GENERAL REVENUES	(5,174,811)	(2,160,017)	(6,110,548)	(6,128,256)	17,708	(0.3%)

Paula Michiels:
3/4

Paula Michiels:
Y/E Transfer to Reserves

Paula Michiels:
Rec'd in Oct

Paula Michiels:
Y/E Journal Entries



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
COUNCIL						
EXPENDITURES						
SALARIES & BENEFITS						
Council - Honarium/Meetings	115,805	4,361	72,088	131,418	(59,330)	(45.1%)
Council - Employee Benefits	8,140	329	5,716	9,200	(3,484)	(37.9%)
Total Salaries & Benefits	123,945	4,690	77,804	140,618	(62,814)	(44.7%)
OPERATING						
Council - Travel, Expenses & Mileage	6,103	257	4,325	6,500	(2,175)	(33.5%)
Council - Training/Seminars/Conference	12,874	1,675	21,992	19,000	2,992	15.7%
Council - Marketing & Promotion	75	0	0	0	0	0.0%
Total Operating	19,052	1,932	26,317	25,500	817	3.2%
Total Expenditures	142,997	6,622	104,121	166,118	(61,997)	(37.3%)
Total - COUNCIL	142,997	6,622	104,121	166,118	(61,997)	(37.3%)



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
ADMINISTRATION						
REVENUES						
USER FEES						
Admin - Rev - Service Recovery Fee	(76,412)	(6,409)	(32,391)	(50,000)	17,609	(35.2%)
Admin - Rev - Rent	(45,594)	0	(36,487)	(45,000)	8,513	(18.9%)
Admin - Rev - Tax & Zoning Certificates	(17,220)	(1,965)	(13,765)	(17,500)	3,735	(21.3%)
Admin - Rev - Marriage Lic/Burial Reg	(3,250)	940	(1,974)	(3,670)	1,696	(46.2%)
Admin - Rev - Lottery License	(4,499)	(629)	(4,619)	(4,500)	(119)	2.6%
Admin - Rev - License/Permits	(559)	(5)	(309)	(650)	341	(52.5%)
WMgmt - Rev - Blue Boxes	(472)	(180)	(376)	(500)	124	(24.8%)
Total User Fees	(148,006)	(8,248)	(89,921)	(121,820)	31,899	(26.2%)
INTEREST						
Admin - Rev - A/R & Utilities Fines	(29,125)	(2,453)	(28,767)	(30,000)	1,233	(4.1%)
Admin - Rev - Bank & Investment Interest	(87,393)	(2,577)	(32,080)	(57,000)	24,920	(43.7%)
Admin - Rev - Investment Interest	(276,959)	0	0	(175,000)	175,000	(100.0%)
Admin - Rev - NSF Fee	(900)	(70)	(290)	(900)	610	(67.8%)
Admin - Rev - Tax Penalties	(157,464)	(12,299)	(101,393)	(157,000)	55,607	(35.4%)
Total Interest	(551,841)	(17,399)	(162,530)	(419,900)	257,370	(61.3%)
OTHER REVENUE						
Admin - Gain/Loss on Disposal of Assets	659	0	0	0	0	0.0%
Total Other Revenue	659	0	0	0	0	0.0%
Total Revenues	(699,188)	(25,647)	(252,451)	(541,720)	289,269	(53.4%)
EXPENDITURES						
SALARIES & BENEFITS						
Admin - Salaries & Wages	443,119	36,593	337,442	462,866	(125,424)	(27.1%)
Admin - Employee Benefits	124,624	11,216	101,243	129,376	(28,133)	(21.7%)
Total Salaries & Benefits	567,743	47,809	438,685	592,242	(153,557)	(25.9%)
OPERATING						
Admin - Travel, Expenses & Mileage	2,146	120	1,082	3,500	(2,418)	(69.1%)
Admin - Training/Seminars/Conferences	10,051	1,131	6,423	10,500	(4,077)	(38.8%)
Admin - Telecommunications	4,602	348	3,233	4,750	(1,517)	(31.9%)
Admin - Utilities	10,456	1,648	8,208	11,000	(2,792)	(25.4%)
Admin - Janitorial Exp	7,110	1,127	5,759	7,350	(1,591)	(21.6%)
Admin - R & M - Bldg	14,114	1,132	13,841	22,700	(8,859)	(39.0%)
Admin - Advertising	5,262	545	3,067	7,000	(3,933)	(56.2%)
Admin - Postage	22,878	313	22,132	24,000	(1,868)	(7.8%)
Admin - Computer Software/Supp	41,815	1,981	41,994	43,500	(1,506)	(3.5%)
Admin - Printing & Photocopying	4,540	553	3,582	4,800	(1,218)	(25.4%)
Admin - Office/Meeting Supplies	17,266	1,140	7,648	17,000	(9,352)	(55.0%)
Admin - Bank Charges & Interest	1,658	21	169	2,900	(2,731)	(94.2%)
Admin - Memberships/Dues/Subscrip	5,489	0	6,007	6,000	7	0.1%
Admin - Property Taxes	4,822	(3,302)	(3,302)	5,000	(8,302)	(166.0%)
Admin - Consultant/Professional Services	68,107	5,022	40,532	70,000	(29,468)	(42.1%)
Admin - Insurance	66,759	(8,622)	90,064	67,083	22,981	34.3%
Admin - Program Exp	4,773	(909)	4,607	40,000	(35,393)	(88.5%)
Admin - Grants	20,070	0	19,550	20,000	(450)	(2.3%)
Admin - Election Exp	34,354	0	2,056	0	2,056	0.0%
Admin - Marriage Services	6,427	2,015	3,685	6,300	(2,615)	(41.5%)
Admin - Amortization	121,617	0	0	0	0	0.0%
WMgmt - Program Exp	407	0	0	430	(430)	(100.0%)
Total Operating	474,723	4,263	280,337	373,813	(93,476)	(25.0%)
CAPITAL						
Capital - Gen Govt - Computer/Software	0	0	0	15,375	(15,375)	(100.0%)
Capital - Gen Govt - Equipment	0	0	0	75,000	(75,000)	(100.0%)
Capital - Gen Govt - AMP Revision/Update	0	9,667	19,334	60,000	(40,666)	(67.8%)
Capital - Gen Govt - Land Acquisition	0	0	396,027	0	396,027	0.0%
Total Capital	0	9,667	415,361	150,375	264,986	176.2%
OTHER ITEMS						
Admin - Charge to Other Job	(42,681)	(3,646)	(32,810)	(43,746)	10,936	(25.0%)
Admin - Wrkg Capital - Transfer to Reserves	207,140	8,552	79,982	114,126	(34,144)	(29.9%)
Total Other Items	164,459	4,906	47,172	70,380	(23,208)	(33.0%)
Total Expenditures	1,206,925	66,645	1,181,555	1,186,810	(5,255)	(0.4%)
Total - ADMINISTRATION	507,737	40,998	929,104	645,090	284,014	44.0%

Paula Michiels:
19/26 Forecasting -
\$461,763

Paula Michiels:
Forecasting - \$134,991

Paula Michiels:
TH Front Door to be
replaced yet

Paula Michiels:
FMW support is higher than
anticipated

Paula Michiels:
In GL in Oct

Paula Michiels:
Document scanning project
deferred to 2020

Paula Michiels:
Equipment installed in Sept -
bill to be received as of yet



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
SEAFORTH FIRE AREA						
REVENUES						
PRIOR YEAR (SURPLUS) / DEFICIT						
Fire - Seaforth - Prior Yr (Surplus)/Deficit	(11,478)	0	(23,118)	(23,116)	(2)	0.0%
Total Prior Year (Surplus) / Deficit	(11,478)	0	(23,118)	(23,116)	(2)	0.0%
TAXATION						
Fire - Seaforth - Rev - Levy	(177,645)	(13,203)	(118,824)	(158,432)	39,608	(25.0%)
Total Taxation	(177,645)	(13,203)	(118,824)	(158,432)	39,608	(25.0%)
FEDERAL						
Fire - Seaforth - Rev - HST Rebate	(9,851)	0	0	(8,700)	8,700	(100.0%)
Total Federal	(9,851)	0	0	(8,700)	8,700	(100.0%)
OTHER MUNICIPALITIES						
Fire - Seaforth - Rev - Other Municipality	(12,553)	0	(11,195)	(11,195)	0	0.0%
Total Other Municipalities	(12,553)	0	(11,195)	(11,195)	0	0.0%
DONATIONS						
Fire - Seaforth - Rev - Donations	(7,000)	0	(2,500)	(2,500)	0	0.0%
Total Donations	(7,000)	0	(2,500)	(2,500)	0	0.0%
USER FEES						
Fire - Seaforth - Rev - Service Recovery Fee	(84,409)	(50)	(3,796)	(80,000)	76,204	(95.3%)
Fire - Seaforth - Rev - Rent - Solar	(1,200)	(100)	(900)	(1,200)	300	(25.0%)
Total User Fees	(85,609)	(150)	(4,696)	(81,200)	76,504	(94.2%)
Total Revenues	(304,136)	(13,353)	(160,333)	(285,143)	124,810	(43.8%)
EXPENDITURES						
SALARIES & BENEFITS						
Fire - Seaforth - Salaries & Wages	134,870	986	7,015	125,000	(117,985)	(94.4%)
Fire - Seaforth - Employee Benefits	12,545	323	2,796	12,500	(9,704)	(77.6%)
Total Salaries & Benefits	147,415	1,309	9,811	137,500	(127,689)	(92.9%)
OPERATING						
Fire - Seaforth - Travel, Expenses & Mileage	1,069	0	0	1,000	(1,000)	(100.0%)
Fire - Seaforth - Training/Seminars/Conferences	1,381	0	1,283	5,000	(3,717)	(74.3%)
Fire - Seaforth - Marketing & Promotion	1,199	0	0	1,000	(1,000)	(100.0%)
Fire - Seaforth - Telecommunications	2,327	164	1,470	2,500	(1,030)	(41.2%)
Fire - Seaforth - Utilities	5,985	415	4,578	6,300	(1,722)	(27.3%)
Fire - Seaforth - R & M - Bldg	2,053	257	1,983	6,000	(4,017)	(67.0%)
Fire - Seaforth - R & M - Equipment	13,110	0	6,399	10,000	(3,601)	(36.0%)
Fire - Seaforth - R & M - Vehicle	7,498	1,496	8,043	8,000	43	0.5%
Fire - Seaforth - Office/Meeting Supplies	382	13	178	500	(322)	(64.4%)
Fire - Seaforth - Tools/Equipment	32,608	2,928	42,695	40,000	2,695	6.7%
Fire - Seaforth - Fuel	4,153	45	2,327	4,000	(1,673)	(41.8%)
Fire - Seaforth - Memberships/Dues/Subscriptions	430	0	127	400	(273)	(68.3%)
Fire - Seaforth - Radio Licenses	594	0	594	400	(273)	(68.3%)
Fire - Seaforth - Insurance	8,934	577	12,200	8,934	3,266	36.6%
Fire - Seaforth - Rent-Equipment	6,979	581	5,231	6,975	(1,744)	(25.0%)
Fire - Seaforth - Program Exp	1,269	176	1,644	1,500	144	9.6%
Fire - Seaforth - Mutual Aid	1,596	0	1,215	1,500	(285)	(19.0%)
Fire - Seaforth - Dispatch Costs	6,489	0	6,302	7,000	(698)	(10.0%)
Fire - Seaforth - Uniform	195	0	0	500	(500)	(100.0%)
Fire - Seaforth - Charge from Admin	2,555	218	1,964	2,619	(655)	(25.0%)
Fire - Seaforth - Chrg from HE Fire Chief	32,799	2,772	24,949	33,265	(8,316)	(25.0%)
Fire - Seaforth - Amortization	41,857	613	5,520	7,360	(1,840)	(25.0%)
Total Operating	175,462	10,255	128,702	155,003	(26,301)	(17.0%)
OTHER ITEMS						
Fire - Seaforth Fire Area - Trans from Reserves	(7,360)	(613)	(5,520)	(7,360)	1,840	(25.0%)
Total Other Items	(7,360)	(613)	(5,520)	(7,360)	1,840	(25.0%)
Total Expenditures	315,517	10,951	132,993	285,143	(152,150)	(53.4%)
Total - SEAFORTH FIRE AREA	11,381	(2,402)	(27,340)	0	(27,340)	0.0%

Paula Michiels:
Y/E Calculation

Paula Michiels:
Credit to be received from
Firefighters annual pay



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
PROTECTION TO PERSONS & PROPERTY						
HURON EAST FIRE CHIEF						
REVENUES						
OTHER MUNICIPALITY						
Huron East Fire Chief - Rev - Other Municipality	(42,266)	(32,020)	(47,016)	(60,914)	13,898	(22.8%)
Total Other Municipality	(42,266)	(32,020)	(47,016)	(60,914)	13,898	(22.8%)
USER FEES						
Huron East Fire Chief - Rev - Service Recovery Fee	(25)	0	(25)	0	(25)	0.0%
Total User Fees	(25)	0	(25)	0	(25)	0.0%
Total Revenues	(42,291)	(32,020)	(47,041)	(60,914)	13,873	(22.8%)
EXPENDITURES						
SALARIES & BENEFITS						
Salaries & Benefits	103,037	8,574	83,921	113,952	(30,031)	(26.4%)
Total Salaries & Benefits	103,037	8,574	83,921	113,952	(30,031)	(26.4%)
OPERATING						
Huron East Fire Chief - Travel, Expenses & Mileage	1,471	0	538	1,000	(462)	(46.2%)
Huron East Fire Chief - Training/Seminars/Conf	1,360	0	1,329	2,000	(671)	(33.6%)
Huron East Fire Chief - Telecommunications	459	23	227	475	(248)	(52.2%)
Huron East Fire Chief - R & M - Equipment	1,460	0	1,312	2,000	(688)	(34.4%)
Huron East Fire Chief - Advertising	402	0	176	500	(324)	(64.8%)
Huron East Fire Chief - Office/Meeting Supplies	258	19	51	500	(449)	(89.8%)
Huron East Fire Chief - Fuel/Oil/Lubricants	0	102	630	2,000	(1,370)	(68.5%)
Huron East Fire Chief-Memberships/Dues/Subscriptio	0	0	259	0	259	0.0%
Huron East Fire Chief - Emergency Events	930	0	0	500	(500)	(100.0%)
Huron East Fire Chief - Bluewater/Hensall	92,893	400	7,400	95,000	(87,600)	(92.2%)
Huron East Fire Chief - Insurance	901	75	676	901	(225)	(25.0%)
Huron East Fire Chief - Seaforth / Brussels	99,625	0	0	90,000	(90,000)	(100.0%)
Huron East Fire Chief - Rent - Equipment	6,975	581	5,231	6,975	(1,744)	(25.0%)
Huron East Fire Chief - Program Exp	1,734	0	1,846	2,000	(154)	(7.7%)
Huron East Fire Chief - Program Exp-N Huron	1,167	0	0	1,000	(1,000)	(100.0%)
Huron East Fire Chief - N Huron Mileage/Expenses	2,946	0	894	1,000	(106)	(10.6%)
Huron East Fire Chief - Uniform	0	0	0	250	(250)	(100.0%)
Huron East Fire Chief - Fire Prevention Officer NH	8,163	0	6,639	15,000	(8,361)	(55.7%)
Total Operating	220,744	1,200	27,208	221,101	(193,893)	(87.7%)
CAPITAL						
Capital - Huron East Fire Chief - Vehicles	0	0	0	5,000	(5,000)	(100.0%)
Total Capital	0	0	0	5,000	(5,000)	(100.0%)
OTHER ITEMS						
Huron East Fire Chief - Chrg to Other Job	(81,997)	(6,930)	(62,372)	(82,663)	20,291	(24.5%)
Total Other Items	(81,997)	(6,930)	(62,372)	(82,663)	20,291	(24.5%)
Total Expenditures	241,784	2,844	48,757	257,390	(208,633)	(81.1%)
Total - Huron East Fire Chief	199,493	(29,176)	1,716	196,476	(194,760)	(99.1%)
BRUSSELS FIRE DEPARTMENT						
REVENUES						
FEDERAL						
Fire - Brussels - Rev-HST Rebate	(4,540)	0	0	(4,500)	4,500	(100.0%)
Total Federal	(4,540)	0	0	(4,500)	4,500	(100.0%)
OTHER MUNICIPALITIES						
Fire - Brussels - Rev-Other Municipality	(95,024)	0	(61,179)	(63,946)	2,767	(4.3%)
Total Other Municipalities	(95,024)	0	(61,179)	(63,946)	2,767	(4.3%)
DONATIONS						
Fire - Brussels - Rev-Donations	(9,077)	0	(6,014)	(8,000)	1,986	(24.8%)
Total Donations	(9,077)	0	(6,014)	(8,000)	1,986	(24.8%)
USER FEES						
Fire - Brussels - Rev-Service Recovery Fee	(44,459)	0	(4,065)	(45,000)	40,935	(91.0%)
Fire - Brussels - Rev - Sale of Equipment	(4,061)	0	0	0	0	0.0%
Total User Fees	(48,520)	0	(4,065)	(45,000)	40,935	(91.0%)
Total Revenues	(157,161)	0	(71,258)	(121,446)	50,188	(41.3%)
EXPENDITURES						
SALARIES & BENEFITS						
Fire - Brussels - Salaries & Wages	67,557	0	0	60,000	(60,000)	(100.0%)
Fire - Brussels - Employee Benefits	7,295	0	0	7,500	(7,500)	(100.0%)
Total Salaries & Benefits	74,852	0	0	67,500	(67,500)	(100.0%)
OPERATING						
Fire - Brussels - Travel, Expenses & Mileage	794	0	0	1,000	(1,000)	(100.0%)
Fire - Brussels - Training/Seminars/Conferences	2,381	0	8,763	20,000	(11,237)	(56.2%)
Fire - Brussels - Telecommunications	2,187	195	1,757	2,275	(518)	(22.8%)
Fire - Brussels - Utilities	3,840	402	2,805	4,050	(1,245)	(30.7%)
Fire - Brussels - R & M - Bldg	3,680	187	1,714	4,000	(2,286)	(57.2%)
Fire - Brussels - R & M - Equipment	4,061	73	4,749	5,000	(251)	(5.0%)
Fire - Brussels - R & M - Vehicle	2,644	218	3,434	5,000	(1,566)	(31.3%)
Fire - Brussels - Advertising	254	0	94	500	(406)	(81.2%)

Paula Michiels:
North Huron billed 3/4

Paula Michiels:
North Huron has billed us
1/2 of 2019

Paula Michiels:
Billed to be received as of
yet

Paula Michiels:
Y/E Calculation

Paula Michiels:
Reconciliation at Y/E



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
Fire - Brussels - Office/Meeting Supplies	29	0	355	250	105	42.0%
Fire - Brussels - Tools/Equipment Purchase	31,978	442	29,838	30,000	(162)	(0.5%)
Fire - Brussels - Fuel	1,834	109	929	1,850	(921)	(49.8%)
Fire - Brussels - Radio Licenses	594	0	594	600	(6)	(1.0%)
Fire - Brussels - Insurance	8,037	505	9,621	8,037	1,584	19.7%
Fire - Brussels - Rent - Equipment	6,975	581	5,231	6,975	(1,744)	(25.0%)
Fire - Brussels - Program Exp	5,622	0	949	1,500	(551)	(36.7%)
Fire - Brussels - Mutual Aid	340	0	459	1,000	(541)	(54.1%)
Fire - Brussels - Dispatch Costs	6,534	0	6,302	6,500	(198)	(3.0%)
Fire - Brussels - Uniform	763	0	0	500	(500)	(100.0%)
Fire - Brussels - Chrg from HE Fire Chief	32,799	2,772	24,949	33,265	(8,316)	(25.0%)
Fire - Brussels - Amortization	28,653	0	0	0	0	0.0%
Total Operating	143,999	5,484	102,543	132,302	(29,759)	(22.5%)
CAPITAL						
Capital - Brussels Fire - Bldg Renovations	0	0	11,194	15,000	(3,806)	(25.4%)
Total Capital	0	0	11,194	15,000	(3,806)	(25.4%)
OTHER ITEMS						
Fire - Brussels - Transfer from Reserves	(300,000)	0	0	0	0	0.0%
Total Other Items	(300,000)	0	0	0	0	0.0%
Total Expenditures	(81,149)	5,484	113,737	214,802	(101,065)	(47.1%)
Total - Brussels Fire Department	(238,310)	5,484	42,479	93,356	(50,877)	(54.5%)
GREY FIRE DEPARTMENT						
REVENUES						
FEDERAL						
Fire - Grey - Rev - HST Rebate	(2,344)	0	0	(2,000)	2,000	(100.0%)
Total Federal	(2,344)	0	0	(2,000)	2,000	(100.0%)
USER FEES						
Fire - Grey - Rev - Service Recovery Fee	0	0	0	(2,000)	2,000	(100.0%)
Total User Fees	0	0	0	(2,000)	2,000	(100.0%)
Total Revenues	(2,344)	0	0	(4,000)	4,000	(100.0%)
EXPENDITURES						
SALARIES & BENEFITS						
Fire - Grey - Salaries & Wages	36,591	0	0	42,000	(42,000)	(100.0%)
Fire - Grey - Employee Benefits	5,642	0	0	6,000	(6,000)	(100.0%)
Total Salaries & Benefits	42,233	0	0	48,000	(48,000)	(100.0%)
OPERATING						
Fire - Grey - Travel, Expenses & Mileage	509	0	0	500	(500)	(100.0%)
Fire - Grey - Training/Seminars/Conferences	3,990	0	1,187	5,000	(3,813)	(76.3%)
Fire - Grey - Telecommunications	2,579	185	1,644	2,675	(1,031)	(38.5%)
Fire - Grey - Utilities	4,667	152	4,265	5,200	(935)	(18.0%)
Fire - Grey - R & M - Bldg	2,717	2,593	5,766	5,000	766	15.3%
Fire - Grey - R & M - Equipment	3,874	49	4,194	5,000	(806)	(16.1%)
Fire - Grey - R & M - Vehicle	4,020	933	2,592	4,500	(1,908)	(42.4%)
Fire - Grey - Advertising	51	0	56	200	(144)	(72.0%)
Fire - Grey - Office/Meeting Supplies	0	160	160	100	60	60.0%
Fire - Grey - Tools/Equipment	11,764	313	4,685	30,000	(25,315)	(84.4%)
Fire - Grey - Fuel	2,558	208	1,875	2,500	(625)	(25.0%)
Fire - Grey - Radio Licenses	594	0	594	600	(6)	(1.0%)
Fire - Grey - Insurance	8,563	557	8,812	8,563	249	2.9%
Fire - Grey - Program Exp	952	88	415	1,500	(1,085)	(72.3%)
Fire - Grey - Mutual Aid	567	0	627	650	(23)	(3.5%)
Fire - Grey - Dispatch Costs	6,332	0	6,302	6,500	(198)	(3.0%)
Fire - Grey - Uniform	0	0	0	250	(250)	(100.0%)
Fire - Grey - Chrg from HE Fire Chief	16,399	1,386	12,475	16,633	(4,158)	(25.0%)
Fire - Grey - Amortization	19,583	0	0	0	0	0.0%
Total Operating	89,719	6,624	55,649	95,371	(39,722)	(41.6%)
OTHER ITEMS						
Fire Grey - Transfer from Reserves	(50,000)	0	0	0	0	0.0%
Total Other Items	(50,000)	0	0	0	0	0.0%
Total Expenditures	81,952	6,624	55,649	143,371	(87,722)	(61.2%)
Total - Grey Fire Department	79,608	6,624	55,649	139,371	(83,722)	(60.1%)

Paula Michiels:
Credit to be received from
Firefighters annual pay

Paula Michiels:
Y/E Calculation

Paula Michiels:
Credit to be received from
Firefighters annual pay



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
POLICING						
REVENUES						
TAXATION						
Police - Levy/Taxation	(1,533,138)	(783,836)	(1,609,889)	(1,609,894)	5	(0.0%)
Total Taxation	(1,533,138)	(783,836)	(1,609,889)	(1,609,894)	5	(0.0%)
PROVINCIAL						
Police - Rev-Police Credits	(8,545)	0	(7,284)	(11,500)	4,216	(36.7%)
Total Provincial	(8,545)	0	(7,284)	(11,500)	4,216	(36.7%)
Total Revenues	(1,541,683)	(783,836)	(1,617,173)	(1,621,394)	4,221	(0.3%)
EXPENDITURES						
OPERATING						
Police - Telecommunications	2,777	236	2,092	2,860	(768)	(26.9%)
Police - Utilities	1,680	48	1,139	1,775	(636)	(35.8%)
Police - Tax Supp/Write Offs	(3,984)	6,353	6,790	2,000	4,790	239.5%
Police - Janitorial Exp	2,578	450	1,950	2,655	(705)	(26.6%)
Police - Computer Software/Support	1,025	0	0	1,050	(1,050)	(100.0%)
Police - Property Taxes	734	0	0	730	(730)	(100.0%)
Police - Contracted Service	1,533,132	134,158	939,106	1,609,894	(670,788)	(41.7%)
Police - Rent-Bldg	6,000	6,000	6,000	6,000	0	0.0%
Total Expenditures	1,543,942	147,245	957,077	1,626,964	(669,887)	(41.2%)
Total Policing	2,259	(636,591)	(660,096)	5,570	(665,666)	(11,950.9%)
Total - PROTECTION TO PERSONS & PROPERTY	43,050	(653,659)	(560,252)	434,773	(995,025)	(228.9%)
PROTECTIVE INSPECTION & CONTROL						
CONSERVATION AUTHORITY						
REVENUES						
PROVINCIAL						
Conservation Auth - ABC - Rev-Prov-Source Water Pr	(17,450)	0	0	0	0	0.0%
Total Revenues	(17,450)	0	0	0	0	0.0%
EXPENDITURES						
OPERATING						
Conservation Auth - ABC - Program Exp	57,083	0	32,325	59,506	(27,181)	(45.7%)
Conservation Auth - MVC - Program Exp	144,254	0	152,798	152,798	0	0.0%
Total Expenditures	201,337	0	185,123	212,304	(27,181)	(12.8%)
Total Conservation Authority	183,887	0	185,123	212,304	(27,181)	(12.8%)
CBO						
REVENUES						
USER FEES						
CBO - Rev - Parking Fines	(393)	0	(40)	(500)	460	(92.0%)
CBO - Rev-Building Permits	(180,655)	(6,089)	(200,326)	(190,000)	(10,326)	5.4%
CBO - Rev-Sign Permits	(280)	(70)	(140)	(270)	130	(48.1%)
Total Revenues	(181,328)	(6,159)	(200,506)	(190,770)	(9,736)	5.1%
EXPENDITURES						
SALARIES & BENEFITS						
Salaries & Benefits	129,396	10,322	99,383	138,174	(38,791)	(28.1%)
Total Salaries & Benefits	129,396	10,322	99,383	138,174	(38,791)	(28.1%)
OPERATING						
CBO - Travel, Expenses & Mileage	22,606	1,778	15,276	24,000	(8,724)	(36.4%)
CBO - Training/Seminars/Conferences	1,122	0	1,623	4,000	(2,377)	(59.4%)
CBO - Telecommunications	947	60	516	1,000	(484)	(48.4%)
CBO - Computer Software/Support	0	0	2,188	2,500	(312)	(12.5%)
CBO - Office/Meeting Supplies	682	12	1,942	2,500	(558)	(22.3%)
CBO - Memberships/Dues/Subscriptions	1,403	0	998	1,800	(802)	(44.6%)
CBO - Insurance	1,993	166	1,495	1,993	(498)	(25.0%)
CBO - By Law Enforcement	25,033	2,827	15,196	25,700	(10,504)	(40.9%)
CBO - Contracted Services	0	0	0	3,000	(3,000)	(100.0%)
CBO - Clothing Allowance	209	0	120	400	(280)	(70.0%)
Total Operating	53,995	4,843	39,354	66,893	(27,539)	(41.2%)
OTHER ITEMS						
CBO - Transfer from Reserves	(16,231)	0	0	0	0	0.0%
Total Other Items	(16,231)	0	0	0	0	0.0%
Total Expenditures	167,160	15,165	138,737	205,067	(66,330)	(32.3%)
Total - CBO	(14,168)	9,006	(61,769)	14,297	(76,066)	(532.0%)

Paula Michiels:
In GL in Oct

Paula Michiels:
thru July

Paula Michiels:
Remainder of levy paid in Oct

Paula Michiels:
Exceeded budget for 2019

Paula Michiels:
8/12 Forecasting - \$22,914

Paula Michiels:
8/12 Forecasting - \$22,794



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
BLDG & PROPERTY MAINTENANCE COORDINATOR						
REVENUES						
USER FEES						
Bldg & Prop Maint - Rev - Service Recovery Fees	(45,904)	(4,698)	(36,419)	(46,000)	9,581	(20.8%)
Total Revenues	(45,904)	(4,698)	(36,419)	(46,000)	9,581	(20.8%)
EXPENDITURES						
SALARIES & BENEFITS						
Salaries & Benefits	68,678	5,244	51,035	70,401	(19,366)	(27.5%)
Total Salaries & Benefits	68,678	5,244	51,035	70,401	(19,366)	(27.5%)
OPERATING						
Bldg & Prop Maint - Travel, Expenses & Mileage	7,751	821	4,574	7,800	(3,226)	(41.4%)
Bldg & Prop Maint - Telecommunication	326	21	207	335	(128)	(38.2%)
Bldg & Prop Maint - Tools/Equipment Purchase	1,837	310	1,429	1,500	(71)	(4.7%)
Bldg & Prop Maint - Clothing Allowance	426	0	0	400	(400)	(100.0%)
Total Operating	10,340	1,152	6,210	10,035	(3,825)	(38.1%)
Total Expenditures	79,018	6,396	57,245	80,436	(23,191)	(28.8%)
Total - BLDG & PROPERTY MAINTENANCE COORDINATOR	33,114	1,698	20,826	34,436	(13,610)	(39.5%)
ANIMAL CONTROL						
REVENUES						
USER FEES						
Animal Ctrl - Rev - Service Recovery Fee	(1,710)	(1,137)	(2,307)	(2,000)	(307)	15.4%
Animal Ctrl - Rev - Dog Licenses	(35,625)	(3,260)	(30,547)	(37,000)	6,453	(17.4%)
Total Revenues	(37,335)	(4,397)	(32,854)	(39,000)	6,146	(15.8%)
EXPENDITURES						
SALARIES & BENEFITS						
Salaries & Benefits	10,242	1,522	5,126	10,872	(5,746)	(52.9%)
Total Salaries & Benefits	10,242	1,522	5,126	10,872	(5,746)	(52.9%)
OPERATING						
Animal Ctrl - Travel, Expenses & Mileage	3,869	581	1,904	4,500	(2,596)	(57.7%)
Animal Ctrl - Training/Seminars/Conferences	97	0	0	0	0	0.0%
Animal Ctrl - Consultant/Professional Services	637	0	0	5,000	(5,000)	(100.0%)
Animal Ctrl - Livestock Claims	0	1,107	1,107	2,500	(1,393)	(55.7%)
Animal Ctrl - Animal Boarding Fees	1,660	194	1,732	3,000	(1,268)	(42.3%)
Total Operating	6,263	1,882	4,743	15,000	(10,257)	(68.4%)
Total Expenditures	16,505	3,404	9,869	25,872	(16,003)	(61.9%)
Total Animal Control	(20,830)	(993)	(22,985)	(13,128)	(9,857)	75.1%
CROSSING GUARDS						
EXPENDITURES						
SALARIES & BENEFITS						
Crossing Guards - Seaforth - Salaries & Wages	17,390	747	11,653	17,732	(6,079)	(34.3%)
Crossing Guards - Seaforth - Employee Benefits	1,851	78	1,236	1,887	(651)	(34.5%)
Total Crossing Guards	19,241	825	12,889	19,619	(6,730)	(34.3%)
Total - PROTECTIVE INSPECTION & CONTROL	201,244	10,536	134,084	267,528	(133,444)	(49.9%)

Paula Michiels:
19/26 Forecasting -
\$69,838

Paula Michiels:
8/12 Forecasting -
\$6,861

Paula Michiels:
7/12 Forecasting -
\$8,787

Paula Michiels:
7/12 Forecasting -
\$3,264



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
TRANSPORTATION SERVICES						
REVENUES						
PROVINCIAL						
Roads - Rev - Prov - Commuter Cycling Grant	(25,000)	0	0	0	0	0.0%
Roads - Rev - Prov-Main St Revitalization	0	0	(45,729)	(45,729)	0	0.0%
Roads - Rev - OCIF - Formula	(286,231)	0	(287,203)	(430,805)	143,602	(33.3%)
Total Provincial	(311,231)	0	(332,932)	(476,534)	143,602	(30.1%)
USER FEES						
Roads - Rev - Service Recovery Fee	(95,353)	(6,376)	(48,140)	(80,000)	31,860	(39.8%)
Roads - Rev - Sale of Equipment	(37,523)	0	(6,586)	(15,000)	8,414	(56.1%)
Roads - Rev - Rent - Solar	(2,400)	(200)	(1,800)	(2,400)	600	(25.0%)
Total User Fees	(135,276)	(6,576)	(56,526)	(97,400)	40,874	(42.0%)
OTHER REVENUE						
Roads - Gain/Loss - Disposal of Assets	329,819	0	0	0	0	0.0%
Total Other Revenue	329,819	0	0	0	0	0.0%
Total Revenues	(116,688)	(6,576)	(389,458)	(573,934)	184,476	(32.1%)
EXPENDITURES						
SALARIES & BENEFITS						
Roads - Salaries & Wages	736,302	50,225	562,495	782,512	(220,017)	(28.1%)
Roads - Employee Benefits	196,073	15,869	164,862	197,923	(33,061)	(16.7%)
Total Salaries & Benefits	932,375	66,094	727,357	980,435	(253,078)	(25.8%)
OPERATING						
Roads - Travel, Expenses & Mileage	981	0	0	1,200	(1,200)	(100.0%)
Roads - Training/Seminars/Conferences	9,142	260	9,106	12,000	(2,894)	(24.1%)
Roads - Telecommunications	7,036	514	4,616	7,250	(2,634)	(36.3%)
Roads - Utilities	28,399	801	23,319	30,000	(6,681)	(22.3%)
Roads - Janitorial Exp	1,136	174	893	1,100	(207)	(18.8%)
Roads - R & M - Bldg	34,505	1,350	20,432	18,900	1,532	8.1%
Roads - Advertising	3,298	0	3,268	4,000	(732)	(18.3%)
Roads - Office/Meeting Supplies	3,584	0	5,134	3,200	1,934	60.4%
Roads - Tools/Equipment Purchase	6,533	0	1,053	15,000	(13,947)	(93.0%)
Roads - Memberships/Dues/Subscrip	1,408	0	2,093	2,000	93	4.7%
Roads - Property Taxes	1,162	0	0	1,300	(1,300)	(100.0%)
Roads - Licenses	16,821	0	9,648	18,000	(8,352)	(46.4%)
Roads - Consultant/Professional Se	2,787	1,605	4,539	10,000	(5,461)	(54.6%)
Roads - Insurance	39,803	3,317	29,852	39,803	(9,951)	(25.0%)
Roads - Main St Revitalization Program Exp	0	0	5,330	45,729	(40,399)	(88.3%)
Roads - Monitoring Costs	977	0	488	1,200	(712)	(59.3%)
Roads - Supplies	18,939	997	17,888	21,000	(3,112)	(14.8%)
Roads - Clothing Allowance	3,293	588	3,597	4,500	(903)	(20.1%)
Roads - Amortization	1,494,763	0	0	0	0	0.0%
Total Operating	1,674,567	9,606	141,256	236,182	(94,926)	(40.2%)
MAINTENANCE ACTIVITIES						
Roads - R & M - Bridge/Culvert	20,475	0	7,787	20,000	(12,213)	(61.1%)
Roads - Roadside Maintenance	78,821	0	53,470	92,000	(38,530)	(41.9%)
Roads - Tree Planting/Removal	21,873	0	22,323	35,000	(12,677)	(36.2%)
Roads - Catch Basins/Curb & Gutter	11,014	2,254	5,026	12,000	(6,974)	(58.1%)
Roads - Pavement Maintenance	25,592	7,779	25,753	30,000	(4,247)	(14.2%)
Roads - Gravel Resurfacing/Patching	571,321	6,306	666,490	650,000	16,490	2.5%
Roads - Dust Control	129,020	786	175,481	170,000	5,481	3.2%
Roads - Signs/Safety Devices	12,271	1,030	7,294	15,000	(7,706)	(51.4%)
Roads - Sidewalks	7,258	3	1,199	20,000	(18,801)	(94.0%)
Roads - Materials	178	0	344	5,000	(4,656)	(93.1%)
Roads - Municipal Drain Assessment	78,578	0	0	9,000	(9,000)	(100.0%)
Roads - Contracted Services	11,016	7,381	13,594	12,000	1,594	13.3%
Total Maintenance Activities	967,417	25,539	978,761	1,070,000	(91,239)	(8.5%)
MACHINERY & EQUIPMENT						
Grader Maintenance	84,933	6,246	98,252	110,600	(12,348)	(11.2%)
Heavy Equipment (Truck) Maintenance	42,904	5,051	38,025	54,500	(16,475)	(30.2%)
Pickup Truck Maintenance	18,572	930	18,787	21,700	(2,913)	(13.4%)
Miscellaneous Equipment Maintenance	30,018	234	20,795	24,500	(3,705)	(15.1%)
Total Machinery & Equipment	176,427	12,461	175,859	211,300	(35,441)	(16.8%)
FUEL & OILS						
Roads - Fuel/Oil/Lubricants	216,288	11,305	152,959	220,000	(67,041)	(30.5%)
Total Fuel & Oils	216,288	11,305	152,959	220,000	(67,041)	(30.5%)
WINTER CONTROL						
Winter Ctrl - Advertising	0	0	0	1,000	(1,000)	(100.0%)
Winter Ctrl - Materials	18,107	4,408	7,665	20,000	(12,335)	(61.7%)
Winter Ctrl - Contracted Service	180,712	0	152,991	185,000	(32,009)	(17.3%)
Winter Ctrl - Rent - Equipment	2,904	0	2,086	5,000	(2,914)	(58.3%)
Winter Ctrl - Sand & Salt	36,280	0	28,066	37,000	(8,934)	(24.1%)
Total Winter Control	238,003	4,408	190,808	248,000	(57,192)	(23.1%)

Paula Michiels:
19/26 Forecasting -
\$769,730

Paula Michiels:
Forecasting - \$212,469

Paula Michiels:
In GL in Oct

Paula Michiels:
Renewals coming in
Oct/Nov

Paula Michiels:
Over budget

Paula Michiels:
Over Budget

Paula Michiels:
Y/E Entry

Paula Michiels:
Excavator rental -
\$6,500

Paula Michiels:
Forecasting - \$203,945



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
CAPITAL						
Capital - Morrison Line - Paving	0	435,009	435,009	480,000	(44,991)	(9.4%)
Capital - Bridges/Culverts - Tuckersmith - Repairs	0	2,686	7,307	50,000	(42,693)	(85.4%)
Capital - Bridges/Culverts - Grey - Repairs	0	0	175	34,000	(33,825)	(99.5%)
Capital - Bridge/Culverts - McKillop - Repairs	0	146,581	323,342	976,900	(653,558)	(66.9%)
Capital - Rds - Equipment - Misc	(7,479)	0	111,834	160,000	(48,166)	(30.1%)
Capital - Rds - Equipment - Grader	0	0	0	410,000	(410,000)	(100.0%)
Capital - Rds - Vehicles	(153)	0	0	0	0	0.0%
Capital-Combined-Egmondville Project (18051)-Pavem	4,894	152,853	493,529	481,242	12,287	2.6%
Capital-Combined-Duke/Centennial Ext-Study	5,292	0	51,109	30,000	21,109	70.4%
Capital-Combined-Church St-Pavement	0	(22,091)	0	0	0	0.0%
Capital-Combined-North & Thompson Project(18051A)	0	0	282,392	510,281	(227,889)	(44.7%)
Capital-Combined-Main St (Cntly Rd 12) - Sidewalks	0	0	114	0	114	0.0%
Capital - Drains - Municipal Assessme	0	0	810	121,000	(120,190)	(99.3%)
Total Capital	2,554	715,038	1,705,621	3,253,423	(1,547,802)	(47.6%)
OTHER ITEMS						
Roads - Bridge Reserves - Transfer from Reserves	(138,743)	0	0	(976,900)	976,900	(100.0%)
Roads - Equipment Reserves - Transfer to Reserves	37,523	0	6,586	15,000	(8,414)	(56.1%)
Roads - Equipment - Transfer from Reserves	0	0	0	(285,000)	285,000	(100.0%)
Roads - Bridges - Transfer from Reserves	0	0	0	(84,000)	84,000	(100.0%)
Total Other Items	(101,220)	0	6,586	(1,330,900)	1,337,486	(100.5%)
Total Expenditures	4,106,411	844,451	4,079,207	4,888,440	(809,233)	(16.6%)
Total - TRANSPORTATION SERVICES	3,989,723	837,875	3,689,749	4,314,506	(624,757)	(14.5%)

Paula Michiels:
Y/E Allocation to various projects

Paula Michiels:
Y/E Allocation to various projects

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
Y/E Journal Entries



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
ENVIRONMENTAL SERVICES						
STORM SEWER SYSTEM						
EXPENDITURES						
OPERATING						
Storm Sewers - Inspections/Repairs/Upgrades	0	0	0	3,375	(3,375)	(100.0%)
Storm Sewers - Materials	0	0	0	1,000	(1,000)	(100.0%)
Storm Sewers - Consultant/Professional Services	8,582	0	8,099	10,000	(1,901)	(19.0%)
Total Expenditures	8,582	0	8,099	14,375	(6,276)	(43.7%)
Total Storm Sewer System	8,582	0	8,099	14,375	(6,276)	(43.7%)
WATER / SANITARY SEWER ADMINISTRATION						
REVENUES						
USER FEES						
W/WW Admin - Service Recovery Fees	(583)	0	(13,409)	(1,000)	(12,409)	1,240.9%
Total Revenues	(583)	0	(13,409)	(1,000)	(12,409)	1,240.9%
EXPENDITURES						
SALARIES & BENEFITS						
W/WW Admin - Salaries & Wages	164,110	13,373	123,954	173,247	(49,293)	(28.5%)
W/WW Admin - Employee Benefits	46,077	3,880	37,198	48,212	(11,014)	(22.8%)
Total Salaries & Benefits	210,187	17,253	161,152	221,459	(60,307)	(27.2%)
OPERATING						
W/WW Admin - Travel, Expenses & Mileage	0	8	8	250	(242)	(96.8%)
W/WW Admin - Training/Seminars/Conferences	2,820	0	3,736	4,150	(414)	(10.0%)
W/WW Admin - Telecommunications	769	36	493	900	(407)	(45.2%)
W/WW Admin - Utilities	3,480	175	3,320	3,654	(334)	(9.1%)
W/WW Admin - Janitorial Exp	73	0	215	200	15	7.5%
W/WW Admin - R & M - Bldg	0	0	100	0	100	0.0%
W/WW Admin - R & M-Vehicle	420	0	1,702	1,000	702	70.2%
W/WW Admin - Advertising	280	0	152	500	(348)	(69.6%)
W/WW Admin - Office/Meeting Supplies	658	0	212	600	(388)	(64.7%)
W/WW Admin - Tools/Equipment	6,755	0	2,996	16,000	(13,004)	(81.3%)
W/WW Admin - Fuel/Oil/Lubricants	3,000	0	0	7,000	(7,000)	(100.0%)
W/WW Admin - Memberships/Dues/Subscriptions	1,457	0	145	1,500	(1,355)	(90.3%)
W/WW Admin - Testing	477	4	135	1,000	(865)	(86.5%)
W/WW Admin - Consultant/Professional Services	2,577	63	576	5,800	(5,224)	(90.1%)
W/WW Admin - Supplies	3,122	298	2,019	4,500	(2,481)	(55.1%)
W/WW Admin - Expenditure Recoverable	573	4,481	45,120	4,500	40,620	902.7%
W/WW Admin - Clothing Allowance	510	0	515	800	(285)	(35.6%)
W/WW Admin - Chrg from Administration	31,400	2,682	24,139	32,185	(8,046)	(25.0%)
Total Operating	58,371	7,747	85,583	84,539	1,044	1.2%
CAPITAL						
Capital - W/WW Admin - Vehicles	0	0	92,548	95,000	(2,452)	(2.6%)
Total Capital	0	0	92,548	95,000	(2,452)	(2.6%)
OTHER ITEMS						
W/WW Admin - Chrg to Other Job	(298,797)	(2,682)	(24,139)	(399,998)	375,859	(94.0%)
Total Other Items	(298,797)	(2,682)	(24,139)	(399,998)	375,859	(94.0%)
Total Expenditures	(30,239)	22,318	315,144	1,000	314,144	31,414.4%
Total Water / Sanitary Sewer Administration	(30,822)	22,318	301,735	0	301,735	0.0%
Total - ENVIRONMENTAL SERVICES	(22,240)	22,318	309,834	14,375	295,459	2,055.4%

Paula Michiels:
19/25 Forecasting -
\$169,622

Paula Michiels:
Forecasting - \$49,597

Paula Michiels:
Y/E Allocation based
on usage

Paula Michiels:
Inventory allocated to
various systems it was
utilized in



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
RECREATION & CULTURAL SERVICES						
FACILITIES & RECREATION PROGRAMS						
EXPENDITURES						
SALARIES & BENEFITS						
Facilities & Rec Programs -Salaries & Wages	3,257	0	0	4,004	(4,004)	(100.0%)
Facilities & Rec Programs-Employee Benefits	360	0	0	506	(506)	(100.0%)
Total Salaries & Benefits	3,617	0	0	4,510	(4,510)	(100.0%)
OPERATING						
Facilities & Rec Programs - Materials	1,250	0	1,743	2,500	(757)	(30.3%)
Facilities & Rec Programs - Program Exp	1,812	60	2,550	8,000	(5,450)	(68.1%)
Facilities & Rec -Tennis Courts - Utilities	860	74	637	1,000	(363)	(36.3%)
Facilities & Rec - Victoria Park-R&M-Bldg Bandshel	1,302	0	0	1,500	(1,500)	(100.0%)
Total Operating	5,224	134	4,930	13,000	(8,070)	(62.1%)
Total Facilities & Recreation Programs	8,841	134	4,930	17,510	(12,580)	(71.8%)
LOCAL RECREATION BOARDS & COMMITTEES						
EXPENDITURES						
Grey Hall Boards	(2,547)	(100)	(390)	3,500	(3,890)	(111.1%)
McKillop Rec Boards	(3,666)	(3,828)	(5,959)	2,900	(8,859)	(305.5%)
Brussels Homecoming	0	0	0	0	0	0.0%
BMG Catering	(291)	0	0	0	0	0.0%
Total Local Recreation Boards & Committees	(6,504)	(3,928)	(6,349)	6,400	(12,749)	(199.2%)
Total - RECREATION & CULTURAL SERVI	2,337	(3,794)	(1,419)	23,910	(25,329)	(105.9%)

Paula Michiels:
Books received at Y/E



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
LIBRARIES						
BRUSSELS LIBRARY						
REVENUES						
OTHER MUNICIPALITIES						
Brussels Library - Rev - County	(12,000)	(1,000)	(8,000)	(12,000)	4,000	(33.3%)
Total Other Municipalities	(12,000)	(1,000)	(8,000)	(12,000)	4,000	(33.3%)
USER FEES						
Brussels Library - Rev - Rent	(392)	0	(410)	(500)	90	(18.0%)
Total User Fees	(392)	0	(410)	(500)	90	(18.0%)
Total Revenues	(12,392)	(1,000)	(8,410)	(12,500)	4,090	(32.7%)
EXPENDITURES						
SALARIES & BENEFITS						
Brussels Library - Salaries & Wages	3,569	306	2,557	3,661	(1,104)	(30.2%)
Brussels Library - Employee Benefits	282	23	202	278	(76)	(27.3%)
Total Salaries & Benefits	3,851	329	2,759	3,939	(1,180)	(30.0%)
OPERATING						
Brussels Library - Operating Exp	0	0	30	0	30	0.0%
Brussels Library - Utilities	4,815	464	3,435	5,100	(1,665)	(32.6%)
Brussels Library - Janitorial Exp	942	188	949	1,000	(51)	(5.1%)
Brussels Library - R & M-Bldg	3,521	200	1,368	3,500	(2,132)	(60.9%)
Brussels Library - Insurance	371	31	278	371	(93)	(25.1%)
Brussels Library - Amortization	18,465	0	0	0	0	0.0%
Total Operating	28,114	883	6,060	9,971	(3,911)	(39.2%)
Total Expenditures	31,965	1,212	8,819	13,910	(5,091)	(36.6%)
Total Brussels Library	19,573	212	409	1,410	(1,001)	(71.0%)
SEAFORTH LIBRARY						
REVENUES						
OTHER MUNICIPALITIES						
Seaforth Library - Rev - County	(15,000)	(1,250)	(12,250)	(15,000)	2,750	(18.3%)
Total Revenues	(15,000)	(1,250)	(12,250)	(15,000)	2,750	(18.3%)
EXPENDITURES						
OPERATING						
Seaforth Library - Utilities	6,033	625	4,577	6,350	(1,773)	(27.9%)
Seaforth Library - Janitorial Exp	2,578	450	1,979	2,700	(721)	(26.7%)
Seaforth Library - R & M-Bldg	14,236	2,704	4,293	10,000	(5,707)	(57.1%)
Seaforth Library - Insurance	833	69	625	833	(208)	(25.0%)
Seaforth Library - Contracted Services	3,998	0	2,973	4,160	(1,187)	(28.5%)
Seaforth Library - Amortization	10,828	0	0	0	0	0.0%
Total Operating	38,506	3,848	14,447	24,043	(9,596)	(39.9%)
CAPITAL						
Total Capital	0	0	0	0	0	0.0%
Total Expenditures	38,506	3,848	14,447	24,043	(9,596)	(39.9%)
Total Seaforth Library	23,506	2,598	2,197	9,043	(6,846)	(75.7%)
Total - LIBRARIES	43,079	2,810	2,606	10,453	(7,847)	(75.1%)
MUSEUM & LACAC						
EXPENDITURES						
SALARIES & BENEFITS						
Museum & LACAC - Honorariums	1,840	0	(279)	1,900	(2,179)	(114.7%)
Museum & LACAC - Employee Benefits	50	0	0	0	0	0.0%
Total Salaries & Benefits	1,890	0	(279)	1,900	(2,179)	(114.7%)
OPERATING						
Museum & LACAC - Training/Seminars/Conferences	27	0	763	100	663	663.0%
Museum & LACAC - Membership/Dues/Subscriptions	163	0	165	200	(35)	(17.5%)
Museum & LACAC - Program Exp	4,000	0	0	0	0	0.0%
Total Operating	4,190	0	928	300	628	209.3%
Total Expenditures	6,080	0	649	2,200	(1,551)	(70.5%)
Total - MUSEUM & LACAC	6,080	0	649	2,200	(1,551)	(70.5%)

Paula Michiels:
3/4 Forecasting \$4,000



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
PLANNING & DEVELOPMENT						
PLANNING & ZONING						
REVENUES						
USER FEES						
Ping & Zoning - Rev-Rezoning/Minor Variance Fee	(28,576)	(3,605)	(22,663)	(19,825)	(2,838)	14.3%
Ping & Zoning - Rev-Parkland & Development Charges	(10,000)	(1,500)	(4,000)	(6,000)	2,000	(33.3%)
Total Revenues	(38,576)	(5,105)	(26,663)	(25,825)	(838)	3.2%
EXPENDITURES						
OPERATING						
Ping & Zoning - Advertising	180	0	0	1,000	(1,000)	(100.0%)
Ping & Zoning - Contracted Services	9,049	0	4,932	10,000	(5,068)	(50.7%)
Ping & Zoning - Supplies	0	0	0	500	(500)	(100.0%)
Total Operating	9,229	0	4,932	11,500	(6,568)	(57.1%)
OTHER ITEMS						
Ping & Zoning - Transfer to Reserves	10,000	0	0	6,000	(6,000)	(100.0%)
Total Other Items	10,000	0	0	6,000	(6,000)	(100.0%)
Total Expenditures	19,229	0	4,932	17,500	(12,568)	(71.8%)
Total Planning & Zoning	(19,347)	(5,105)	(21,731)	(8,325)	(13,406)	161.0%
ECONOMIC DEVELOPMENT						
REVENUES						
USER FEES						
Econo Dev - Rev - Service Recovery	(104)	0	(112)	0	(112)	0.0%
Total Revenues	(104)	0	(112)	0	(112)	0.0%
EXPENDITURES						
SALARIES & BENEFITS						
Salaries & Benefits	92,434	6,847	65,601	103,172	(37,571)	(36.4%)
Total Salaries & Benefits	92,434	6,847	65,601	103,172	(37,571)	(36.4%)
OPERATING						
Econo Dev - Travel/Expenses/Mileage	1,977	104	774	2,000	(1,226)	(61.3%)
Econo Dev - Training/Seminars/Conferences	4,718	0	1,469	2,500	(1,031)	(41.2%)
Econo Dev - Marketing/Promotions	13,308	4,268	18,842	15,000	3,842	25.6%
Econo Dev - Telecommunications	498	22	268	600	(332)	(55.3%)
Econo Dev - Advertising	4,328	0	2,583	5,000	(2,417)	(48.3%)
Econo Dev - Postage	17	0	0	0	0	0.0%
Econo Dev - Office/Meeting Supplies	1,052	155	792	1,000	(208)	(20.8%)
Econo Dev - Tools/Equipment	0	0	92	3,500	(3,408)	(97.4%)
Econo Dev - Membership/Dues/Subscription	2,413	0	1,777	2,500	(723)	(28.9%)
Econo Dev - Consultant/Professional Services	0	0	0	5,000	(5,000)	(100.0%)
Econo Dev - Tourism Initiatives	276	0	668	1,500	(832)	(55.5%)
Total Operating	28,587	4,549	27,265	38,600	(11,335)	(29.4%)
Total Expenditures	121,021	11,396	92,866	141,772	(48,906)	(34.5%)
Total Economic Development	120,917	11,396	92,754	141,772	(49,018)	(34.6%)
WIN THIS SPACE						
Econo Dev - Win this Space - Rent - Bldg	7,500	0	0	0	0	0.0%
Total Win This Space	7,500	0	0	0	0	0.0%
DIGITAL SERVICE SQUAD						
Econo Dev - Digital Service Squad Grant - Rev-Prov	(120)	(20,000)	(20,000)	0	(20,000)	0.0%
Total Digital Service Squad	(120)	(20,000)	(20,000)	0	(20,000)	0.0%
Total - PLANNING & DEVELOPMENT	108,950	(13,709)	51,023	133,447	(82,424)	(61.8%)

Paula Michiels:
1/2 billed from the County

Paula Michiels:
Y/E Journal Entry

Paula Michiels:
19/26 Forecasting -
\$89,770
No Summer student in 2019



Municipality of Huron East

2019 Revenue & Expenditures

as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
SEAFORTH BIA						
REVENUES						
PRIOR YEAR (SURPLUS) / DEFICIT						
BIA - Prior Yr (Surplus)/Deficit	(13,903)	0	(17,762)	(17,762)	0	0.0%
Total Prior Year (Surplus) / Deficit	(13,903)	0	(17,762)	(17,762)	0	0.0%
TAXATION						
BIA - Rev - Levy/Taxation	(21,000)	(11,500)	(23,000)	(23,000)	0	0.0%
Total Taxation	(21,000)	(11,500)	(23,000)	(23,000)	0	0.0%
USER FEES						
BIA - Rev - Memberships	(1,080)	0	(840)	(1,080)	240	(22.2%)
BIA - Rev - Gift Certificates	(3,430)	0	(300)	(1,000)	700	(70.0%)
BIA - Rev - Special Events/Projects	(3,500)	0	(3,000)	(3,500)	500	(14.3%)
Total User Fees	(8,010)	0	(4,140)	(5,580)	1,440	(25.8%)
INTEREST						
BIA - Rev - Interest	(134)	0	0	0	0	0.0%
Total Interest	(134)	0	0	0	0	0.0%
Total Revenues	(43,047)	(11,500)	(44,902)	(46,342)	1,440	(3.1%)
EXPENDITURES						
OPERATING						
BIA - Training/Seminars/Conferences	2,797	43	1,651	2,500	(849)	(34.0%)
BIA - Marketing/Promotions	50	0	0	200	(200)	(100.0%)
BIA - Information Booth/Tourism	485	0	394	3,000	(2,606)	(86.9%)
BIA - Advertising	0	0	456	1,500	(1,044)	(69.6%)
BIA - Computer Software/Support	366	0	81	1,000	(919)	(91.9%)
BIA - Office/Meeting Supplies	0	0	0	250	(250)	(100.0%)
BIA - Memberships/Dues/Subscriptions	220	0	0	250	(250)	(100.0%)
BIA - Property Taxes (Info Booth)	678	0	0	700	(700)	(100.0%)
BIA - Other Events	1,096	0	1,134	2,000	(866)	(43.3%)
BIA - Gift Certificate Redemption Account	1,865	150	1,580	1,000	580	58.0%
BIA - Smart Money Redeemed	100	0	0	0	0	0.0%
BIA - Summer Event	5,000	0	7,108	5,000	2,108	42.2%
BIA - Christmas Event	7,108	0	0	5,000	(5,000)	(100.0%)
BIA - Tax Reductions	146	0	0	500	(500)	(100.0%)
BIA - Garbage Recepticals/Furnishings/decorations	1,847	0	0	0	0	0.0%
BIA - Decorative St Lights	2,500	2,500	2,500	2,500	0	0.0%
BIA - Chrg from Administration	1,025	88	788	1,050	(262)	(25.0%)
Total Expenditures	25,283	2,781	15,692	26,450	(10,758)	(40.7%)
Total - SEAFORTH BIA	(17,764)	(8,719)	(29,210)	(19,892)	(9,318)	46.8%

Paula Michiels:
Summer event was over
budget - \$2,108

Paula Michiels:
debt paid of in 2020



Municipality of Huron East
2019 Revenue & Expenditures
as of September 30, 2019

	2018 YTD	2019 YTD September	2019 YTD	2019 Budget	\$ Variance	% Variance
AGRICULTURE & REFORESTATION GENERAL						
REVENUES						
PROVINCIAL						
Drains - Rev - Prov - Drainage Grants	(45,086)	0	0	0	0	0.0%
Total Provincial	(45,086)	0	0	0	0	0.0%
USER FEES						
Drains - Rev - Service Recovery Fee	(1,468)	0	(555)	0	(555)	0.0%
Drains - Rev - Drains Recovered	(108,137)	(15,823)	(41,666)	(50,000)	8,334	(16.7%)
Total User Fees	(109,605)	(15,823)	(42,221)	(50,000)	7,779	(15.6%)
Total Revenues	(154,691)	(15,823)	(42,221)	(50,000)	7,779	(15.6%)
EXPENDITURES						
OPERATING						
Drains - Municipal Maintenance	186,361	677	32,697	50,000	(17,303)	(34.6%)
Total Expenditures	186,361	677	32,697	50,000	(17,303)	(34.6%)
Total General	31,670	(15,146)	(9,524)	0	(9,524)	0.0%
DRAINAGE SUPERINTENDENT						
REVENUES						
PROVINCIAL						
Drains Superintendent - Rev-Superintendent Grant	(31,812)	0	0	(40,827)	40,827	(100.0%)
Total Revenues	(31,812)	0	0	(40,827)	40,827	(100.0%)
EXPENDITURES						
OPERATING						
Drain Superintendent - Materials	68,169	2,062	42,882	81,653	(38,771)	(47.5%)
Total Operating	68,169	2,062	42,882	81,653	(38,771)	(47.5%)
Total Expenditures	68,169	2,062	42,882	81,653	(38,771)	(47.5%)
Total Drainage Superintendent	36,357	2,062	42,882	40,826	2,056	5.0%
CAPITAL DRAINS						
Capital - Drains - Rev - Drains Recovered	0	(42,677)	(264,019)	(150,000)	(114,019)	76.0%
Capital - Drains - Expenses	0	29,368	464,789	150,000	314,789	209.9%
Total Capital Drains	0	(13,309)	200,770	0	200,770	0.0%
TDL						
REVENUES						
USER FEES						
TDL - Rev - Service Recovery Fees	(16,956)	0	(8,723)	(8,723)	0	0.0%
Total Revenues	(16,956)	0	(8,723)	(8,723)	0	0.0%
EXPENDITURES						
OPERATING						
TDL - Debt Pymt - Principal	15,407	0	8,097	8,098	(1)	(0.0%)
TDL - Debt Pymt - Interest	1,550	0	625	625	0	0.0%
Total Expenditures	16,957	0	8,722	8,723	(1)	(0.0%)
Total TDL	1	0	(1)	0	(1)	0.0%
Total - AGRICULTURE & REFORESTATION	68,028	(26,393)	234,127	40,826	193,301	473.5%
Total Municipality of Huron East	(34,249)	(2,784,584)	(2,356,271)	0	(2,356,271)	0.0%

Paula Michiels:
8/12 Forecasting - \$64,323

HURON EAST ADMINISTRATION

MUNICIPALITY OF HURON EAST COUNCIL

Document No. 7-20-2, 2019

HOW DISPOSED OF

TO: Mayor MacLellan and Members of Council

FROM: Paula Michiels, Finance Manager-Treasurer/Deputy Clerk

DATE: October 10, 2019

SUBJECT: RFP Results for Website Re-design and Update

RECOMMENDATION:

That the Municipality of Huron East accept the eSolutions Group Limited proposal for the re-design and update of the Municipal website in the amount of \$29,325 plus \$4,200/annually for web hosting and applicable HST.

BACKGROUND:

On September 04, 2019, the Municipality of Huron East issued a Request for Proposal for the Redesign and update of the municipal website due on September 27, 2019 at 2pm. Three proposal were received and opened on September 27, 2019 in the presence of Treasurer, Paula Michiels; Economic Development Officer, Jan Hawley; Payroll/Utility Clerk, Sherrie Oliver and Councillor Dianne Diehl.

Proposals were received from Atomic Crayon Web Development Ltd., eSolutions Group Limited and OSiM Interactive. The evaluation team consisting of Economic Development Officer, Jan Hawley; Treasurer, Paula Michiels; Payroll/Utility Clerk, Sherrie Oliver, and councillors, Dianne Diehl, Raymond Chartrand and Zoey Onn invited Atomic Crayon and eSolutions Group Limited to present a demo/presentation on their proposed services as well as answer any questions from the evaluation team.

The estimated budget for the re-design and update of the current website was noted as between \$20,000 and \$30,000.

Based on proposal evaluations and the demo/presentations, the eSolutions Group Limited proposal is the recommended proposal by the evaluation team in the amount of \$29,325. There are several value added options (increasing the total project cost) the evaluation team may include in the website redesign if it makes economical sense and adds efficiency to the project. Any value added options will be determined during the analysis and consultation phase of the project.

The proposed go live launch date is estimated for May 29, 2020.

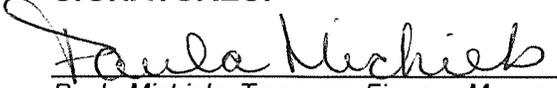
OTHERS CONSULTED

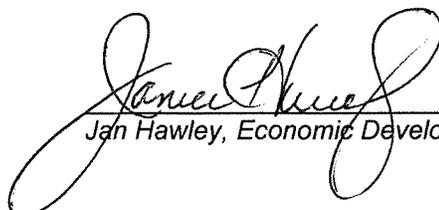
Jan Hawley, Economic Development Officer
Brad Knight, CAO/Clerk

BUDGET IMPACT

The costs of the project will be funded from the Ontario Small and Rural Municipalities - Modernization funding received (\$604,816) in March 2019. This will reduce the budgeted amount being transferred to reserves for future modernization needs by the cost of this project (\$33,525 plus HST in addition to value added options selected-if any).

SIGNATURES:


Paula Michiels, Treasurer-Finance Manager


Jan Hawley, Economic Development Officer


Brad Knight, CAO/Clerk

**HURON EAST
ADMINISTRATION**

TO: Mayor MacLellan and Members of Council
FROM: Paula Michiels, Finance Manager-Treasurer/Deputy Clerk
DATE: October 07, 2019
SUBJECT: EFT Processing for Accounts Payable

RECOMMENDATION:

That the Municipality of Huron East offer the option to process payments to vendors through EFTs effective January 01, 2020.

BACKGROUND:

Our Financial Institution has strongly recommended that we move to Electronic Funds Transfer Payments(EFT) from the issuance of paper cheques. The highest rate of fraud is still being realized through the mail and the issuance of paper cheques.

Cost saving will be realized through the reduction of postage required, costs of envelopes, costs of paper cheque stock and the staff time saved from not having to stuff envelopes. Currently the Municipality of Huron East issues approximately 1,500 cheques annually. With an estimated EFT uptake of approximately 70%, the Municipality of Huron East could save \$900 annually on postage alone.

Through our upload process at the bank, there is a two step approval process to ensure the payments are authorized and ensuring internal controls are adhered to. Currently any paper cheques issued for greater than \$35,000 require the manual signature of the Mayor or Deputy Mayor prior to mailing the cheque. This process will still remain however for EFT's exceeding this amount the invoice will be signed manually versus the cheque.

The Municipality currently issues all Payroll and Staff expense reimbursements through EFT's since 2013. There are a number of vendors that have requested this service for receiving payments from the Municipality as the vendors receive their payments directly to their bank accounts, thus saving them time as well. The majority of lower tiers in Huron County process accounts payable payments through EFT's.

Offering EFT as a payment option reduces the possibility of fraud from lost or misdirected cheques as well as eliminates the uncertainties associated with the timing of payments being received through the mail. This new payment service will provide improved service to our vendors, while reducing our impact on the environment.

OTHERS CONSULTED

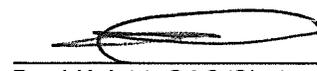
Brad Knight, CAO/Clerk

BUDGET IMPACT

A reduction in administration postage and office supplies as a result of processing payments through EFT's for the 2020 Budget.

SIGNATURES:


Paula Michiels, Treasurer-Finance Manager


Brad Knight, CAO/Clerk

Brad Knight

From: AMO Communications <Communicate@amo.on.ca>
Sent: Tuesday, October 01, 2019 3:23 PM
To: Brad Knight
Subject: AMO submits report to Attorney General on liability and insurance cost reforms

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



October 1, 2019

AMO submits report to Attorney General on liability and insurance cost reforms

On September 27, the AMO Board approved a submission on joint and several liability entitled, “*A Reasonable Balance: Addressing growing municipal liability and insurance costs.*” Earlier today, AMO President Jamie McGarvey forwarded the report to the Attorney General, The Honourable Doug Downey for consideration.

Municipal councils are encouraged to endorse the report and its recommendations. The Ministry of the Attorney General has agreed to accept municipal resolutions up until November 1, 2019. Resolutions can be sent to the Attorney General at doug.downeyco@pc.ola.org and magpolicy@ontario.ca or by writing to:

The Honourable Doug Downey
Attorney General of Ontario
McMurtry-Scott Building,
720 Bay St, 11th Floor,
Toronto, ON
M7A 2S9

The report includes seven key recommendations on actions which the government could take to reduce the negative impact of joint and several liability. It builds on previous reports and resolutions submitted in 2010, 2011, and 2014. Please see the report for more details.

AMO thanks those municipalities that have contributed to the government’s consultation to date. If you have not already done so, please provide a copy of your submission to the AMO President at amopresident@amo.on.ca.

For questions related to the report, please contact AMO Senior Advisor Matthew Wilson at mwilson@amo.on.ca or at 416-971-9856 ext. 323.

*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.



Please consider the environment
before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

Wish to Adjust your AMO Communication Preferences ? [Click Here](#)





Towards a Reasonable Balance:

Addressing growing municipal liability and insurance costs

Submission to the Attorney General of Ontario

October 1, 2019



Table of Contents

Letter to the Attorney General of Ontario.....	3
Executive Summary	5
Recommendations	7
Insurance Cost Examples.....	8
Joint and Several in Action - Recent Examples	9
Joint and Several Liability in Action - Other notable cases	11
2011 Review of Joint and Several Liability – Law Commission of Ontario	11
2014 Resolution by the Ontario Legislature and Review by the Attorney General	12
Options for Reform – The Legal Framework.....	13
The Saskatchewan Experience	15
Insurance Related Reforms	17
Conclusion.....	18

Sent via email to: doug.downeyco@pc.ola.org
magpolicy@ontario.ca

October 1, 2019

The Honourable Doug Downey
Attorney General of Ontario
McMurtry-Scott Building, 11th Floor
720 Bay Street
Toronto, Ontario
M7A 2S9

Dear Attorney General Downey,

Municipal governments accept the responsibility to pay their fair share of a loss. Always. Making it right and paying a fair share are the cornerstones of our legal system. Citizens expect nothing less of their local governments.

But what is a challenge for municipalities and property taxpayers alike, is being asked to assume someone else's responsibility for someone else's mistake. Municipal governments should not be the insurer of last resort. For municipalities in Ontario, however, the principle of joint and several liability ensures that they are just that.

Joint and several liability means higher insurance costs. It diverts property tax dollars from delivering public services. It has transformed municipalities into litigation targets while others escape responsibility. It forces municipal government to settle out-of-court for excessive amounts when responsibility is as low as 1%.

There must be a better way. There must be a better way to help ensure those who suffer losses are made whole again without asking municipalities to bear that burden alone. There must be a better way to be fair, reasonable, and responsible.

AMO welcomes the government's commitment to review joint and several liability. It is a complex issue that has many dimensions. Issues of fairness, legal principles, "liability chill", insurance failures and high insurance costs are all intertwined. Many other jurisdictions have offered additional protection for municipalities and AMO calls on the Ontario government to do the same.

What follows is a starting point for that discussion. Our paper reasserts key issues from AMO's 2010 paper, AMO's 2011 insurance cost survey, provides more recent examples, and details some possible solutions of which there are many options.

Municipalities are in the business of delivering public services. Municipal governments exist to connect people and to advance the development of a community. It is time to find a reasonable balance to prevent the further scaling back of public services owing to joint and several liability, "liability chill", or excessive insurance costs.



Together with the provincial government, I am confident we can find a better way.

Sincerely,

A handwritten signature in black ink, appearing to read 'JMCGARVEY', with a long horizontal line extending to the right.

Jamie McGarvey
AMO President

Executive Summary

AMO's advocacy efforts on joint and several liability in no way intends for aggrieved parties to be denied justice or damages through the courts. Rather, municipal governments seek to highlight the inequity of how much "deep pocket" defendants like municipalities are forced to pay, for both in and out of court settlements.

It is entirely unfair to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimal fault or to assume responsibility for someone else's mistake.

Municipal governments cannot afford to be the insurer of last resort. The principle of joint and several liability is costing municipalities and taxpayers dearly, in the form of rising insurance premiums, service reductions and fewer choices. The *Negligence Act* was never intended to place the burden of insurer of last resort on municipalities.

As public organizations with taxation power and "deep pockets," municipalities have become focal points for litigation when other defendants do not have the means to pay. At the same time, catastrophic claim awards in Ontario have increased considerably. In part, joint and several liability is fueling exorbitant increases in municipal insurance premiums.

The heavy insurance burden and legal environment is unsustainable for Ontario's communities. Despite enormous improvements to safety, including new standards for playgrounds, pool safety, and better risk management practices, municipal insurance premiums and liability claims continue to increase. All municipalities have risk management policies to one degree or another and most large municipalities now employ risk managers precisely to increase health and safety and limit liability exposure in the design of facilities, programs, and insurance coverage. Liability is a top of mind consideration for all municipal councils.

Joint and several liability is problematic not only because of the disproportioned burden on municipalities that are awarded by courts. It is also the immeasurable impact of propelling municipalities to settle out of court to avoid protracted and expensive litigation for amounts that may be excessive, or certainly represent a greater percentage than their degree of fault.

Various forms of proportionate liability have now been enacted by all of Ontario's competing Great Lakes states. In total, 38 other states south of the border have adopted proportionate liability in specific circumstances to the benefit of municipalities. Many common law jurisdictions around the world have adopted legal reforms to limit the exposure and restore balance. With other Commonwealth jurisdictions and the majority of state governments in the United States having modified the rule of joint and several liability in favour of some form of proportionate liability, it is time for Ontario to consider various options.

There is precedence in Ontario for joint and several liability reform. The car leasing lobby highlighted a particularly expensive court award made in November of 2004 against a car leasing company by the victim of a drunk driver. The August 1997 accident occurred when the car skidded off a county road near Peterborough, Ontario. It exposed the inequity of joint and several liability for car leasing companies. The leasing companies argued to the government that the settlement had put them at a competitive disadvantage to lenders. They also warned that such liability conditions would likely drive some leasing and rental companies to reduce their business in Ontario. As a result, Bill 18 amended the *Compulsory Automobile Insurance Act*, the *Highway Traffic*

Act and the Ontario *Insurance Act* to make renters and lessees vicariously liable for the negligence of automobile drivers and capped the maximum liability of owners of rental and leased cars at \$1 million. While Bill 18 has eliminated the owners of leased and rented cars as “deep pocket” defendants, no such restrictions have been enacted to assist municipalities.

A 2011 survey conducted by AMO reveals that since 2007, liability premiums have increased by 22.2% and are among the fastest growing municipal costs. Total 2011 Ontario municipal insurance costs were \$155.2 million. Liability premiums made up the majority of these expenses at \$85.5 million. Property taxpayers are paying this price.

These trends are continuing. In August of 2019, it was reported the Town of Bradford West Gwillimbury faces a 59% insurance cost increase for 2019. This is just one example. AMO encourages the municipal insurance industry to provide the government with more recent data and trends to support the industry’s own arguments regarding the impact joint and several has on premiums.

Insurance costs disproportionately affect small municipalities. For 2011, the per capita insurance costs for communities with populations under 10,000 were \$37.56. By comparison, per capita costs in large communities with populations over 75,000 were \$7.71. Property taxpayers in one northern community are spending more on insurance than their library. In one southern county, for every \$2 spent on snowplowing roads, another \$1 is spent on insurance.

In 2016, the Ontario Municipal Insurance Exchange (OMEX), a not-for-profit insurer, announced that it was suspending reciprocal underwriting operations. The organization cited, a “low pricing environment, combined with the impact of joint and several liability on municipal claim settlements” as reasons for the decision. Fewer choices fuels premium increases.

Learning from other jurisdictions is important for Ontario. The Province of Saskatchewan has implemented liability reforms to support its municipalities. As a municipal lawyer at the time, Neil Robertson, QC was instrumental in laying out the arguments in support of these changes. Now a Justice of the Court of Queen’s Bench for Saskatchewan, AMO was pleased to have Neil Robertson prepare a paper and address AMO conference delegates in 2013. Much of the Saskatchewan municipal experience (which led to reforms) is applicable to the Ontario and the Canadian municipal context. Summarised below and throughout this paper are some of Robertson’s key findings.

Robertson found that, regardless of the cause, over the years municipalities in Canada have experienced an accelerating rate of litigation and an increase in amounts of damage awards. He noted these developments challenge municipalities and raise financial, operational and policy issues in the provision of public services.

Robertson describes the current Canadian legal climate as having placed municipalities in the role of involuntary insurer. Courts have assigned municipal liability where liability was traditionally denied and apportioned fault to municipal defendants out of proportion to municipal involvement in the actual wrong.

This increased exposure to liability has had serious ramifications for municipalities, both as a deterrent to providing public services which may give rise to claims and in raising the cost and reducing the availability of insurance. The cost of claims has caused insurers to reconsider not only

what to charge for premiums, but whether to continue offering insurance coverage to municipal clients.

Robertson also makes the key point that it reasonable for municipal leaders to seek appropriate statutory protections. He wrote:

“Since municipalities exist to improve the quality of life for their citizens, the possibility of causing harm to those same citizens is contrary to its fundamental mission. Careful management and wise stewardship of public resources by municipal leaders will reduce the likelihood of such harm, including adherence to good risk management practices in municipal operations. But wise stewardship also involves avoiding the risk of unwarranted costs arising from inevitable claims.”

And, of course, a key consideration is the reality that insurance premiums, self-insurance costs, and legal fees divert municipal funds from other essential municipal services and responsibilities.

It is in this context that AMO appreciated the commitments made by the Premier and the Attorney General to review the principle of joint and several liability, the impact it has on insurance costs, and the influence “liability chill” has on the delivery of public services. Now is the time to deliver provincial public policy solutions which address these issues.

Recommendations

AMO recommends the following measures to address these issues:

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, 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.



Insurance Cost Examples

The government has requested detailed information from municipalities regarding their insurance costs, coverage, deductibles, claims history, and out-of-court settlements. Municipalities have been busy responding to a long list of provincial consultations on a wide range of topics. Some of the information being sought is more easily supplied by the insurance industry. AMO's 2011 survey of insurance costs produced a sample size of 122 municipalities and assessed insurance cost increases over a five-year period. The survey revealed an average premium increase which exceeded 20% over that period.

All of the same forces remain at play in 2019 just as they were in 2011. Below are some key examples.

Ear Falls - The Township of Ear Falls reports that its insurance premiums have increased 30% over five years to \$81,686. With a population of only 995 residents (2016), this represents a per capita cost of \$82.09. This amount is a significant increase from AMO's 2011 Insurance Survey result. At that time, the average per capita insurance cost for a community with a population under 10,000 was \$37.56. While the Township has not been the subject of a liability claim, a claim in a community of this size could have significant and long-lasting financial and service implications. The Township has also had to impose stricter insurance requirements on groups that rent municipal facilities. This has had a negative impact on the clubs and volunteers' groups and as a consequence, many have cut back on the service these groups provide to the community.

Central Huron - For many years the municipality of Central Huron had a deductible of \$5,000. In 2014, the deductible was increased to \$15,000 to help reduce insurance costs. The municipality also increased its liability coverage in 2014 and added cyber security coverage in 2018. The combined impact of these changes represents a premium cost of \$224,774 in 2019, up from \$141,331 in 2010. Per capita costs for insurance alone are now \$29.67. *Huron East 172,974 / 9600 = 18.00 per capita*
Deductible \$5000

Huntsville - Since 2010, the Town of Huntsville reports an insurance premium increase of 67%. In 2019 this represented about 3.75% of the town's property tax levy. At the same time, Huntsville's deductible has increased from \$10,000 to \$25,000. The town also reports a reluctance to hold its own events for fear of any claims which may affect its main policy. Additional coverage is purchased for these events and these costs are not included above.

Ottawa - In August 2018, the City began working with its insurance broker, Aon Risk Solutions ("Aon"), to prepare for the anticipated renewal of the Integrated Insurance Program in April 2019. As the cost of the City's insurance premiums had risen by approximately 25% between 2017 and 2018, this early work was intended to ensure that any further increase could be properly accounted for through the 2019 budget process. Early indications of a possible further 10% premium increase prompted the City and Aon in late 2018 to explore options for a revised Program, and to approach alternative markets for the supply of insurance.

On January 11, 2019, an OC Transpo bus collided with a section of the Westboro Station transit shelter, resulting in three fatalities and numerous serious injuries. This was the second major incident involving the City's bus fleet, following approximately five years after the OC Transpo - VIA train collision in September 2013.

The January 2019 incident prompted insurance providers to re-evaluate their willingness to participate in the City Program. Despite Aon's work to secure an alternative provider, only Frank Cowan Company ("Cowan"), the City's existing insurer, was prepared to offer the City an Integrated Insurance Program. Cowan's offer to renew the City's Program was conditional on revised terms and limits and at a significant premium increase of approximately 84%, or nearly \$2.1 million per year. According to Cowan, these changes and increases were attributable to seven principle factors, including Joint and Several Liability:

1. Escalating Costs of Natural Global Disasters;
2. Joint and Several Liability;
3. Claims Trends (in the municipal sector);
4. Increasing Damage Awards;
5. Class Action Lawsuits;
6. New and/or Adverse Claims Development; and,
7. Transit Exposure.

Cowan also indicated that the primary policy limits for the 2019-2020 renewal would be lowered from \$25 million to \$10 million per occurrence, thereby raising the likelihood of increased costs for the City's excess liability policies.

Joint and Several in Action - Recent Examples

The following examples highlight joint and several in action. The following examples have occurred in recent years.

GTA Municipality – A homeowner rented out three separate apartments in a home despite being zoned as a single-family dwelling. After a complaint was received, bylaw inspectors and Fire Prevention Officers visited the property. The landlord was cautioned to undertake renovations to restore the building into a single-family dwelling. After several months of non-compliance, charges under the fire code were laid. The owner was convicted and fined. A subsequent visit by Fire Prevention Officers noted that the required renovations had not taken place. Tragically, a fire occurred which resulted in three fatalities. Despite having undertaken corrective action against the homeowner, joint and several liability loomed large. It compelled the municipality to make a payment of \$504,000 given the 1% rule.

City of Ottawa - A serious motor vehicle accident occurred between one of the City's buses and an SUV. The collision occurred at an intersection when the inebriated driver of the SUV failed to stop at a red light and was struck by the City bus. This collision resulted in the deaths of the SUV driver and two other occupants, and also seriously injured the primary Plaintiff, the third passenger in the SUV. The secondary action was brought by the family of one of the deceased passengers.

The Court ultimately concluded that the City was 20% liable for the collision, while the SUV driver was 80% at fault. Despite the 80/20 allocation of fault, the City was required to pay all of the approximately \$2.1 million in damages awarded in the primary case and the \$200,000 awarded in the secondary case, bringing the amount paid by the City to a total that was not proportionate to its actual liability. This was due to the application of the principle of joint and several liability, as well as the interplay between the various automobile insurance policies held by the SUV owner and

passengers, which is further explained below. Although the City appealed this case, the Ontario Court of Appeal agreed with the findings of the trial judge and dismissed it.

This case was notable for the implications of various factors on the insurance policies held by the respective parties. While most automobile insurance policies in Ontario provide for \$1 million in third party liability coverage, the insurance for the SUV was reduced to the statutory minimum of \$200,000 by virtue of the fact that the driver at the time of the collision had a blood alcohol level nearly three times the legal limit for a fully licensed driver. This was contrary to the requirements of his G2 license, which prohibit driving after the consumption of any alcohol. Further, while the Plaintiff passengers' own respective insurance provided \$1 million in coverage for underinsured motorists (as the SUV driver was at the time), this type of coverage is triggered only where no other party is in any way liable for the accident. As a result, the primary Plaintiff could only effectively recover the full \$2.1 million in damages if the Court attributed even a small measure of fault to another party with sufficient resources to pay the claim.

In determining that the City was at least partially responsible for the collision, the Court held that the speed of the bus – which according to GPS recordings was approximately 6.5 km/h over the posted limit of 60 kilometres an hour – and momentary inattention were contributing factors to the collision.

To shorten the length of the trial by approximately one week and accordingly reduce the legal costs involved, the parties had earlier reached an agreement on damages and that the findings regarding the primary Plaintiff would apply equally to the other. The amount of the agreement-upon damages took into account any contributory negligence on the part of the respective Plaintiffs, attributable to such things as not wearing a seat belt.

City of Ottawa, 2nd example – A Plaintiff was catastrophically injured when, after disembarking a City bus, he was struck by a third-party motor vehicle. The Plaintiff's injuries included a brain injury while his impairments included incomplete quadriplegia.

As a result of his accident, the Plaintiff brought a claim for damages for an amount in excess of \$7 million against the City and against the owner and driver of the third-party vehicle that struck him. Against the City, the Plaintiff alleged that the roadway was not properly designed and that the bus stop was placed at an unsafe location as it required passengers to cross the road mid-block and not at a controlled intersection.

Following the completion of examinations for discovery, the Plaintiff's claim against the Co-Defendant (the driver of the vehicle which struck the plaintiff) was resolved for \$1,120,000 comprising \$970,000 for damages and \$120,000 for costs. The Co-Defendant's policy limit was \$1 million. The claim against the City was in effect, a "1% rule" case where the City had been added to the case largely because the Co-Defendant's insurance was capped at \$1 million, which was well below the value of the Plaintiff's claim.

On the issue of liability, the pre-trial judge was of the view that the City was exposed to a finding of some liability against it on the theory that, because of the proximity of the bus stop to a home for adults with mental health issues, the City knew or should have known that bus passengers with cognitive and/or physical disabilities would be crossing mid-block at an unmarked crossing. This, according to the judge, could have resulted in a finding being made at trial that the City should

either have removed the bus stop or alternatively, should have installed a pedestrian crossing at this location.

The judge assessed the Plaintiff's damages at \$7,241,000 exclusive of costs and disbursements which he then reduced to \$4,602,930 exclusive of costs and disbursements after applying a reduction of 27.5% for contributory negligence and subtracting the \$970,000 payment made by the Co-Defendant's insurer.

Settlement discussions took place and the judge recommended that the matter be resolved for \$3,825,000 plus costs of \$554,750 plus HST plus disbursements.

Joint and Several Liability in Action - Other notable cases

Deering v Scugog - A 19-year-old driver was driving at night in a hurry to make the start time of a movie. She was travelling on a Class 4 rural road that had no centerline markings. The Ontario Traffic Manual does not require this type of road to have such a marking. The driver thought that a vehicle travelling in the opposite direction was headed directly at her. She swerved, over-corrected and ended up in a rock culvert. The Court found the Township of Scugog 66.7% liable. The at-fault driver only carried a \$1M auto insurance policy.

Ferguson v County of Brant - An inexperienced 17-year-old male driver was speeding on a road when he failed to navigate a curve which resulted in him crossing the lane into oncoming traffic, leaving the roadway, and striking a tree. The municipality was found to have posted a winding road sign rather than a sharp curve sign. The municipality was found 55% liable.

Safranyos et al v City of Hamilton - The plaintiff was leaving a drive-in movie theatre with four children in her vehicle at approximately 1 AM. She approached a stop sign with the intention of turning right onto a highway. Although she saw oncoming headlights she entered the intersection where she was struck by a vehicle driven 15 km/h over the posted speed limit by a man who had just left a party and was determined by toxicologists to be impaired. The children in the plaintiff's vehicle suffered significant injuries. The City was determined to be 25% liable because a stop line had not been painted on the road at the intersection.

Mortimer v Cameron - Two men were engaged in horseplay on a stairway and one of them fell backward through an open door at the bottom of a landing. The other man attempted to break the first man's fall and together they fell into an exterior wall that gave way. Both men fell 10 feet onto the ground below, one of whom was left quadriplegic. The trial judge determined both men were negligent, but that their conduct did not correspond to the extent of the plaintiff's injuries. No liability was attached to either man. The building owner was determined to be 20% and the City of London was found to be 80% liable. The Court awarded the plaintiff \$5 M in damages. On appeal, the City's liability was reduced to 40% and building owner was determined to be 60% liable. The City still ended up paying 80% of the overall claim.

2011 Review of Joint and Several Liability - Law Commission of Ontario

In February 2011 the Law Commission of Ontario released a report entitled, *"Joint and Several Liability Under the Ontario Business Corporations Act"*. This review examined the application of

joint and several liability to corporate law and more specifically the relationship between the corporation and its directors, officers, shareholders and stakeholders.

Prior to the report's release, AMO made a submission to the Law Commission of Ontario to seek to expand its review to include municipal implications. The Law Commission did not proceed with a broader review at that time, but the context of its narrower scope remains applicable to municipalities. In fact, many of the same arguments which support reform in the realm of the *Business Corporations Act*, are the same arguments which apply to municipal governments.

Of note, the Law Commission's¹ report highlighted the following in favour of reforms:

Fairness: "it is argued that it is unfair for a defendant, whose degree of fault is minor when compared to that of other defendants, to have to fully compensate a plaintiff should the other defendants be insolvent or unavailable."

Deep Pocket Syndrome: "Joint and several liability encourages plaintiffs to unfairly target defendants who are known or perceived to be insured or solvent."

Rising Costs of Litigation, Insurance, and Damage Awards: "Opponents of the joint and several liability regime are concerned about the rising costs of litigation, insurance, and damage awards."

Provision of Services: "The Association of Municipalities of Ontario identifies another negative externality of joint and several liability: municipalities are having to delay or otherwise cut back services to limit exposure to liability."

The Law Commission found that the principle of joint and several liability should remain in place although it did not explicitly review the municipal situation.

2014 Resolution by the Ontario Legislature and Review by the Attorney General

Over 200 municipalities supported a motion introduced by Randy Pettapiece, MPP for Perth-Wellington which called for the implementation a comprehensive, long-term solution in 2014. That year, MPPs from all parties supported the Pettapiece motion calling for a reform joint and several liability.

Later that year the Ministry of the Attorney General consulted on three options of possible reform:

1. The Saskatchewan Model of Modified Proportionate Liability

Saskatchewan has adopted a modified version of proportionate liability that applies in cases where a plaintiff is contributorily negligent. Under the Saskatchewan rule, where a plaintiff is contributorily negligent and there is an unfunded liability, the cost of the unfunded liability is split among the remaining defendants and the plaintiff in proportion to their fault.

¹ Law Commission of Ontario. "Joint and Several Liability Under the Ontario *Business Corporations Act*." Final Report, February 2011 Pages 22-25.

2. Peripheral Wrongdoer Rule for Road Authorities

Under this rule, a municipality would never be liable for more than two times its proportion of damages, even if it results in the plaintiff being unable to recover full damages.

3. A combination of both of the above

Ultimately, the government decided not to pursue any of the incremental policy options ostensibly because of uncertainty that insurance cost reductions would result. This was a disappointing result for municipalities.

While these reviews did not produce results in Ontario, many other common law jurisdictions have enacted protections for municipalities. What follows are some of the options for a different legal framework.

Options for Reform – The Legal Framework

To gain a full appreciation of the various liability frameworks that could be considered, for comparison, below is a description of the current joint and several liability framework here in Ontario. This description will help to reader to understand the further options which follow.

This description and the alternatives that follow are taken from the Law Commission of Ontario's February 2011 Report entitled, *"Joint and Several Liability Under the Ontario Business Corporations Act"* as referenced above.²

Understanding the Status Quo and Comparing it to the Alternatives

Where three different defendants are found to have caused a plaintiff's loss, the plaintiff is entitled to seek full payment (100%) from any one of the defendants. The defendant who fully satisfies the judgment has a right of contribution from the other liable parties based on the extent of their responsibility for the plaintiff's loss.

For example, a court may find defendants 1 (D1), 2 (D2) and 3 (D3) responsible for 70%, 20%, and 10% of the plaintiff's \$100,000 loss, respectively. The plaintiff may seek to recover 100% of the loss from D2, who may then seek contribution from D1 and D3 for their 70% and 10% shares of the loss. If D1 and/or D3 is unable to compensate D2 for the amount each owes for whatever reason, such as insolvency or unavailability, D2 will bear the full \$100,000 loss. The plaintiff will be fully compensated for \$100,000, and it is the responsibility of the defendants to apportion the loss fairly between them.

The descriptions that follow are abridged from pages 9-11 of the Law Commission of Ontario's report. These are some of the key alternatives to the status quo.

² Ibid. Page 7.

1. Proportionate Liability

a) Full Proportionate Liability

A system of full proportionate liability limits the liability of each co-defendant to the proportion of the loss for which he or she was found to be responsible. Per the above example, (in which Defendant 1 (D1) is responsible for 70% of loss, Defendant 2 (D2) for 20% and Defendant 3 (D3) for 10%), under this system, D2 will only be responsible for \$20,000 of the \$100,000 total judgement: equal to 20% of their share of the liability. Likewise, D1 and D3 will be responsible for \$70,000 and \$10,000. If D1 and D3 are unable to pay, the plaintiff will only recover \$20,000 from D2.

b) Proportionate Liability where Plaintiff is Contributorily Negligent

This option retains joint and several liability when a blameless plaintiff is involved. This option would cancel or adjust the rule where the plaintiff contributed to their loss. As in the first example, suppose the plaintiff (P) contributed to 20% of their \$100,000 loss. D1, D2 and D3 were responsible for 50%, 20% and 10% of the \$100,000. If D1 and D3 are unavailable, P and D2 will each be responsible for their \$20,000 shares. The plaintiff will remain responsible for the \$60,000 shortfall as a result of the absent co-defendants' non-payment (D1 and D3).

c) Proportionate Liability where Plaintiff is Contributorily Negligent with a Proportionate Reallocation of an Insolvent, Financially Limited or Unavailable Defendant's Share

In this option of proportionate liability, the plaintiff and remaining co-defendants share the risk of a defendant's non-payment. The plaintiff (P) and co-defendants are responsible for any shortfall in proportion to their respective degrees of fault.

Using the above example of the \$100,000 total judgement, with a shortfall payment of \$50,000 from D1 and a shortfall payment \$10,000 from D3, P and D2 must pay for the missing \$60,000. P and D2 have equally-apportioned liability, which causes them to be responsible for half of each shortfall - \$25,000 and \$5,000 from each non-paying defendant. The burden is shared between the plaintiff (if determined to be responsible) and the remaining defendants.

d) Proportionate Liability with a Peripheral Wrongdoer

Under this option, a defendant will be proportionately liable only if their share of the liability falls below a specified percentage, meaning that liability would be joint and several. Using the above example, if the threshold amount of liability is set at 25%, D2 and D3 would only be responsible for 20% and 10%, regardless of whether they are the only available or named defendants. However, D1 may be liable for 100% if it is the only available or named defendant. This system tends to favour defendants responsible for a small portion of the loss, but the determination of the threshold amount between joint and several liability and proportionate liability is arbitrary.

e) Proportionate Liability with a Reallocation of Some or All of an Insolvent or Unavailable Defendant's Share

This option reallocates the liability of a non-paying defendant among the remaining defendants in proportion to their respective degrees of fault. The plaintiff's contributory negligence does not

impact the application of this reallocation. Joint and several liability would continue to apply in cases of fraud or where laws were knowingly violated.

f) Court Discretion

Similar to the fraud exception in the option above, this option includes giving the courts discretion to apply different forms of liability depending on the case.

For example, if a particular co-defendant's share of the fault was relatively minor the court would have discretion to limit that defendant's liability to an appropriate portion.

2. Legislative Cap on Liability

Liability concerns could be addressed by introducing a cap on the amount of damages available for claims for economic loss.

3. Hybrid

A number of jurisdictions provide a hybrid system of proportionate liability and caps on damages. Co-defendants are liable for their portion of the damages, but the maximum total amount payable by each co-defendant is capped to a certain limit.

The Saskatchewan Experience

As referenced earlier in this paper, the Province of Saskatchewan responded with a variety of legislative actions to assist municipalities in the early 2000s. Some of those key developments are listed below which are abridged from *"A Question of Balance: Legislative Responses to Judicial Expansion of Municipal Liability – the Saskatchewan Experience."* The paper was written by Neil Robertson, QC and was presented to the annual conference of the Association of Municipalities of Ontario in 2013. Two key reforms are noted below.

1. Reforming joint and several liability by introducing modified proportionate liability: "The Contributory Negligence Act" amendments

The *Contributory Negligence Act* retained joint and several liability, but made adjustments in cases where one or more of the defendants is unable to pay its share of the total amount (judgement). Each of the parties at fault, including the plaintiff if contributorily negligent, will still have to pay a share of the judgement based on their degree of fault. However, if one of the defendants is unable to pay, the other defendants who are able to pay are required to pay only their original share and an additional equivalent share of the defaulting party's share.

The change in law allows municipalities to reach out-of-court settlements, based on an estimate of their degree of fault. This allows municipalities to avoid the cost of protracted litigation.

Neil Robertson provided the following example to illustrate how this works in practise:

"...If the owner of a house sues the builder for negligent construction and the municipality, as building authority, for negligent inspection, and all three are found equally at fault, they would each be apportioned 1/3 or 33.3%. Assume the damages are \$100,000. If the builder has no funds, then the municipality would pay only its share (\$33,333) and a 1/3 share of the builder's defaulting share

(1/3 of \$33,333 or \$11,111) for a total of \$44,444 (\$33,333 + \$11,111), instead of the \$66,666 (\$33,333 + \$33,333) it would pay under pure joint and several liability.”

This model will be familiar to municipal leaders in Ontario. In 2014, Ontario’s Attorney General presented this option (called the Saskatchewan Model of Modified Proportionate Liability) for consideration. At the time, over 200 municipal councils supported the adoption of this option along with the “Peripheral Wrongdoer Rule for Road Authorities” which would have seen a municipality never be liable for more than two times its proportion of damages, even if it results in the plaintiff being unable to recover full damages. These two measures, if enacted, would have represented a significant incremental step to address the impact of joint and several to Ontario municipalities.

2. Providing for uniform limitation periods while maintaining a separate limitation period for municipalities: “The Limitations Act”

This act established uniform limitation periods replacing many of the pre-existing limitation periods that had different time periods. The Municipal Acts in Saskatchewan provide a uniform one-year limitation period “from time when the damages were sustained” in absolute terms without a discovery principle which can prolong this period. This helps municipalities to resist “legacy” claims from many years beforehand. This act exempts municipalities from the uniform two-year discoverability limitation period.

Limitation periods set deadlines after which claims cannot be brought as lawsuits in the courts. The legislation intends to balance the opportunity for potential claimants to identify their claims and, if possible, negotiate a settlement out of court before starting legal action with the need for potential defendants to “close the books” on claims from the past.

The reasoning behind these limitations is that public authorities, including municipalities, should not to be punished by the passage of time. Timely notice will promote the timely investigation and disposition of claims in the public interest. After the expiry of a limitation period, municipalities can consider themselves free of the threat of legal action, and continue with financial planning without hurting “the public taxpayer purse”. Municipalities are mandated to balance their budgets and must be able to plan accordingly. Thus, legacy claims can have a very adverse affect on municipal operations.

Here in Ontario, there is a uniform limitations period of two years. Municipalities also benefit from a 10-day notice period which is required for slip and fall cases. More recently, the applicability of this limitation deadline has become variable and subject to judicial discretion. Robertson’s paper notes that in Saskatchewan, courts have accepted the one-year limitations period. A further examination of limitations in Ontario may yield additional benefits and could include the one-year example in Saskatchewan and/or the applicability of the 10-day notice period for slip and fall cases.

Other Saskatchewan reforms

Saskatchewan has also implemented other reforms which include greater protections for building inspections, good faith immunity, duty of repair, no fault insurance, permitting class actions, and limiting nuisance actions. Some of these reforms are specific to Saskatchewan and some of these currently apply in Ontario.

Insurance Related Reforms

Government Regulated Insurance Limits

The April 2019 provincial budget included a commitment to increase the catastrophic impairment default benefit limit to \$2 million. Public consultations were led by the Ministry of Finance in September 2019. AMO wrote to the Ministry in support of increasing the limit to \$2 million to ensure more adequate support those who suffer catastrophic impairment.

In 2016, the government lowered this limit as well as third-party liability coverage to \$200,000 from \$1 million. This minimum should also be increased to \$2 million to reflect current actual costs. This significant deficiency needs to be addressed.

Insurance Industry Changes

In 1989 the Ontario Municipal Insurance Exchange (OMEX) was established as a non-profit reciprocal insurance provider for Ontario's municipalities. It ceased operations in 2016 citing, "[a] low pricing environment, combined with the impact of joint & several liability on municipal claim settlements has made it difficult to offer sustainable pricing while still addressing the municipalities' concern about retro assessments."³ (Retro assessments meant paying additional premiums for retroactive coverage for "long-tail claims" which made municipal budgeting more challenging.)

The demise of OMEX has changed the municipal insurance landscape in Ontario. That joint and several liability is one of the key reasons listed for the collapse of a key municipal insurer should be a cause for significant concern. Fewer choices fuels cost. While there are other successful municipal insurance pools in Ontario, the bulk of the insurance market is dominated by for-profit insurance companies.

Reciprocal non-profit insurers are well represented in other areas across Canada. Municipalities in Saskatchewan, Alberta, British Columbia are all insured by non-profit reciprocals.

The questions for policy makers in Ontario:

Are there any provincial requirements or regulations which could better support the non-profit reciprocal municipal insurance market?

What actions could be taken to better protect municipalities in Ontario in sourcing their insurance needs?

How can we drive down insurance costs to better serve the needs of municipal property taxpayers?

³ Canadian Underwriter, August 11, 2016 <https://www.canadianunderwriter.ca/insurance/ontario-municipal-insurance-exchange-suspends-underwriting-operations-1004098148/>



Conclusion

This AMO paper has endeavoured to refresh municipal arguments on the need to find a balance to the issues and challenges presented by joint and several liability. It has endeavoured to illustrate that options exist and offer the reassurance that they can be successfully implemented as other jurisdictions have done.

Finding solutions that work will require provincial and municipal commitment. Working together, we can find a better way that is fair, reasonable, and responsible. It is time to find a reasonable balance.

Janice Andrews

From: Raymond Chartrand
Sent: Thursday, October 10, 2019 2:20 PM
To: Brad Knight
Cc: Janice Andrews; gridzagr@gmail.com; Barry Mills; Raymond Chartrand; harley_d. rider
Subject: Remembrance Day Parade Road Closure Request

Brad

Royal Canadian Legion Branch 156 Seaforth, will be holding our Remembrance Day Parade on November 11, 2019. The parade will start at the Seaforth Legion to the Cenotaph. The parade route are as follows.

Depart Legion at 10:45 am. East on Huron Street to Main Street, North on Main Street to George Street, North on Victoria Street to Cenotaph. When service is over West on Gouinlock Street to Main Street, South on Main Street to Huron Street, West on Huron Street to Legion parking lot.

While service is on, there will be people standing on Victoria Street. It would be appreciated if Victoria Street could be closed as well during the service.

Thanks
Ray Chartrand
Executive member of Seaforth Legion

Sent from my iPad



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394
Ext. 3

www.huroncounty.ca

11-20-1

Consent Application Report – File C67/19 To Huron East Council

Owner/Applicant: Keith Gingerich & David Rapien	Date: October 10, 2019
Property Address: 21 King Street, Brussels	
Property Description: Lots 75 & 76, Plan 192 and Part of Mary Street, Brussels Ward, Huron East	

Recommendation: That provisional consent be:

- granted with conditions (attached)
 deferred
 denied (referred to the County Committee of the Whole Day 1 for a decision)

Purpose:

- enlarge abutting lot
 create new lot
 surplus farm dwelling
 right-of-way / easement
 other:

	Area	Official Plan Designation:	Zoning:	Structures:
Severed	567.5 square metres (0.14 acres)	Residential	Low Density Residential (R1) and Future Development (FD)	Frame shed (to be removed)
Retained	567.5 square metres (0.14 acres)	Residential	Low Density Residential (R1) and Future Development (FD)	Single detached dwelling

Review: This application:

- Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
 Does not require a plan of subdivision for the proper and orderly development of the municipality (s.53(1) Planning Act);
 Conforms with section 51(24) of the Planning Act;
 Conforms with the Huron County Official Plan;
 Conforms with the Huron East Official Plan;
 Complies with the Huron East Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance);
 Has been recommended for approval by the local municipality; and
 Has no unresolved objections/concerns raised (to date) from agencies or the public.
 (Applications that do not meet all of the foregoing criteria will be referred to the County Committee of the Whole Day 1 for a decision)

Agency / Other Comments:

	Not Received	No Concerns	See Conditions / Comment
Neighbours	<input checked="" type="checkbox"/>		
Huron East staff		<input checked="" type="checkbox"/>	

Additional Comments:

- The severed parcel is a residential infill lot which fronts onto King Street in Brussels. The Huron East Official Plan is supportive of the creation of lots through infilling in primary settlement areas.

- The proposed lots are zoned both Residential Low Density (R1) and Future Development (FD) (see Figure 3). A re-zoning is required to amend the FD portion of the property to R1. Further, the property is deficient with respect to lot depth; the proposed lots are 25 metres in depth which the Zoning By-law requires a minimum of 30 metres. The existing lot is considered legal non-complying with respect to lot depth but the continuation of non-complying status is not extended once severed. The proposed lots are larger than properties in the existing area and are of greater depth than the two which abut on the east side. Overall, the lots maintain the character of the area but the deficiency must be recognized.
- Because an accessory building is not permitted in the absence of a main building, the existing shed on the retained parcel must be removed in order to maintain compliance with the Huron East Zoning By-law.

Figures 1 & 2: Aerial Photo of Subject Property (severed parcel in red, retained in yellow) and Severance Sketch



Figure 3: Excerpt from Key Map 55, Huron East Comprehensive Zoning By-law

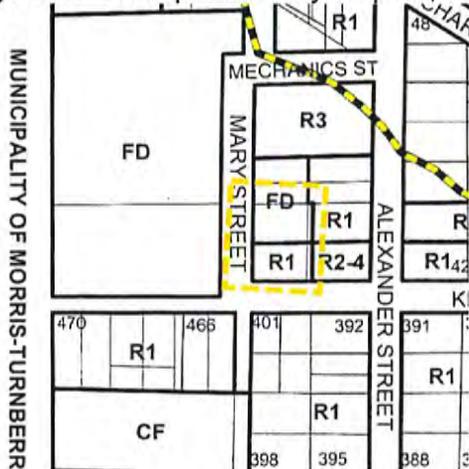


Figure 4: Photograph of Subject Property



Recommended Conditions (denoted by ✓)

Expiry Period

- ✓ Conditions imposed must be met within one year of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within one year, the application shall be deemed to be refused. Provided the conditions are fulfilled within one year, the application is valid for two years from the date of the notice of decision.

Municipal Requirements

- ✓ All municipal requirements be met to the satisfaction of the municipality including servicing connections if required, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures, compliance with Section 65 of the Drainage Act and any related requirements, financial or otherwise.
- ✓ The severed parcel be numbered and addressed for 911 purposes to the satisfaction of the municipality.
- ✓ The sum of \$500.00 to be paid to the municipality as cash-in-lieu of parkland.

Survey / Reference Plan

- ✓ Provide to the satisfaction of the County and the Municipality:
 - a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and
 - b) a reference plan based on the approved survey.

Zoning

- ✓ Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
- ✓ The severed and retained lands be rezoned to the appropriate zone (e.g., R1-Special), to the satisfaction of the Municipality.

Other

- ✓ That the detached shed on the severed lands be removed to the satisfaction of the Municipality.

Sincerely,

'Original signed by'

Denise Van Amersfoort, Senior Planner

Site Inspection: October 8, 2019



PRELIMINARY

JOHN STREET

SIB W.T. (1322)

SIB W (1322)

LOT A

PART 1, 22R-230

MARY STREET (NOT TRAVELLED) (66.00' WIDE)
(ACCORDING TO REGISTERED PLAN No. 188)
P.I.N. 41339-0036

IB (O/U)

NW Corner Lot 76

LOT 77

P.I.N. 41339-0044

LOT 72

130.60'

IB (O)

LOT 76

LOT 73

P.I.N. 41339-0045

P.I.N. 41339-0225

RETAINED

SCAVENED

82.37'

164.75'

IB (O/U)

LOT 75

LOT 74

P.I.N. 41339-0224

House Corner 6.8' Northwest

Vinyl-Sided Addition

House Corner 7.1' Northwest

Edge of Driveway 13.5± Northwest

2 Storey House

Frame Leanto

Deck

Attached Shed

21 King Street

Frame Shed

SE Corner Lot 75

18'

12.0'

74.42'

130.84'

74.42'

82.38'

KING STREET (66.00' WIDE N.T.S.)

(THOMAS STREET ACCORDING TO REGISTERED PLAN No. 188)

P.I.N. 41339-0048

IB (1246)

MARY STREET

SIB

IB

SCALE: 1"=40'
FOR: KEITH GINGERICH
PROJECT No. 18-1783

J. DON MACMILLAN LIMITED
ONTARIO LAND SURVEYORS
144 DAVIDSON AVENUE SOUTH, LISTOWEL, ONT.(291-1313)



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394
Ext. 3

www.huroncounty.ca

11-20-2

Consent Application Report – File C70/19 To Huron East Council

Owner/Applicant: Ed & Marianne Van Esbroeck	Date: October 10, 2019
Property Address: 72470 London Road	
Property Description: Concession 1 London Road Survey, Lot 2, Tuckersmith Ward, Huron East	

Recommendation: That provisional consent be:

- granted with conditions (attached)
- deferred
- denied (referred to the County Committee of the Whole Day 1 for a decision)

Purpose:

- enlarge abutting lot
- create new lot
- surplus farm dwelling
- right-of-way / easement
- other:

	Area	Official Plan Designation:	Zoning:	Structures:
Severed	39.7 hectares (98 acres)	Agriculture Natural Environment	General Agriculture (AG1) Natural Environment (NE2)	Dwelling, barn, sheds
Retained	32.4 hectares (80 acres)	Agriculture, Natural Environment	General Agriculture (AG1) Natural Environment (NE2)	Vacant

Review: This application:

- Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
- Does not require a plan of subdivision for the proper and orderly development of the municipality (s.53(1) Planning Act);
- Conforms with section 51(24) of the Planning Act;
- Conforms with the Huron County Official Plan;
- Conforms with the Huron East Official Plan;
- Complies with the Huron East Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance);
- Has been recommended for approval by the local municipality; and
- Has no unresolved objections/concerns raised (to date) from agencies or the public.
(Applications that do not meet all of the foregoing criteria will be referred to the County Committee of the Whole Day 1 for a decision)

Agency / Other Comments:

	Not Received	No Concerns	See Conditions / Comment
Neighbours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Huron East staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Comments:

- This application is for the severance of a 40 hectare parcel from a 32 hectare parcel that merged inadvertently.

- The Huron East Official Plan has a minimum lot size of X but permits the splitting of farm parcels which were purchased separately and have merged is permitted provided each parcel is at least 20 hectares (50 acres) in size. This application meets the intent of this policy.

Figure 1: Aerial Photo of Subject Property (severed parcel outlined in red, retained in yellow)



Recommended Conditions (denoted by ✓)

Expiry Period

- ✓ Conditions imposed must be met within one year of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within one year, the application shall be deemed to be refused. Provided the conditions are fulfilled within one year, the application is valid for two years from the date of the notice of decision.

Municipal Requirements

- ✓ All municipal requirements be met to the satisfaction of the municipality including servicing connections if required, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures, compliance with Section 65 of the Drainage Act and any related requirements, financial or otherwise.

Survey / Reference Plan

- ✓ Provide to the satisfaction of the County and the Municipality:
 - a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and
 - b) a reference plan based on the approved survey.

OR

with the agreement of the County, the solicitor acting for the parties to provide to the County a registerable description of the severed parcel acceptable to the Land Registrar.

Drainage

- ✓ That Section 65 of the Drainage Act be addressed to the satisfaction of the municipality for the Branderhorst Drain.

Sincerely,
'Original signed by'

Denise Van Amersfoort, Senior Planner

Site Inspection: October 8, 2019



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

NOTICE OF AN APPLICATION FOR CONSENT FOR SEVERANCE

DATE: September 26, 2019

File # C72-2019

TO:

- Owner: Gord & Dale Finch Applicant: Nathan & Kelsey Prior
- Brad Knight, CAO/Clerk - Municipality of Huron East
- Cathy Garrick, Planning Coordinator - Municipality of Huron East
- Denise Van Amersfoort, Senior Planner, Huron County Planning Department

Enclosed is a copy of an application for Consent for your review and comments to the Huron County Planning & Development Department.

LOCATION OF PROPERTY

Municipality: Huron East
 Owner: Gord & Dale Finch
 Solicitor: Heather Frank, Tarbush, Dickey & Giller

Part Lot 8, Grey Concession 7, Grey Ward
 Applicant: Nathan & Kelsey Prior

PURPOSE AND EFFECT

The purpose and effect of this application is for an addition to a lot. The proposed vacant lands to be severed is approximately 1.4 acres (0.57 ha). The lands to be retained are approximately 96.2 acres (38.9 ha) consisting of agricultural lands. It is proposed that the land being severed will be added to the lands abutting owned by Nathan Prior being Part Lot 8, Grey Concession 7, 22R-6020, Part 1, Municipality of Huron East (43268 Brandon Road).

LAST DAY FOR RECEIVING COMMENTS

We would appreciate your comments by **October 10, 2019** as to whether or not your department or agency has any comments to this severance and whether or not any conditions should be imposed. All comments should be addressed to the Attention of Lisa Finch, Land Division Administrator at the following by e-mail address lfinch@huroncounty.ca or by regular mail to the address above and to the Attention of Lisa Finch, Land Division Administrator. We will assume you have no objections to the application if no comments are received by the time specified. If this does not provide you with sufficient opportunity to consider the application, please advise.

DECISION AND APPEAL

If you wish to be notified of the decision in respect to the proposed consent, you must make a written request to the Huron County Planning & Development Department c/o Ms. Lisa Finch, Land Division Administrator, Huron County Consent Granting Authority at 57 Napier Street, 2nd Floor, Goderich, Ontario, N7A 1W2.

If a person or public body, that files an appeal of a decision in respect of the proposed consent, does not make written submission to the Huron County Planning Department before it gives or refuses to give a provisional consent, then the Local Planning Appeal Tribunal may dismiss the appeal.

"Planning with the community for a healthy, viable and sustainable future."



RECEIVED

SEP 18 2019

APPLICATION FOR CONSENT

DEPARTMENT OF PLANNING



For office use only

File # C72/19

Received SEPT 18, 20 19

Considered Complete SEPT 24, 20 19

1. PRE-SUBMISSION CONSULTATION

Applicants are strongly encouraged to contact the County and speak/meet with the Planner assigned to the Municipality before submitting an application..

Date of Applicant's consultation meeting with County Planner assigned to Municipality: Sept 17/19

2. APPLICATION INFORMATION

Name of Applicant <u>Nathan & Kelsey Prior</u>	Name of Owner <u>Gord & Dale Finch</u>
Contact Information Address: <u>43268 Brandon Rd</u> Town: <u>Ethel</u> Postal Code: <u>N0G 1T0</u> Home Phone: <u>N/A</u> Cell: <u>519-440-7560</u> Work: _____ Fax: _____ Email: <u>atupro69@hotmail.com</u>	<input type="checkbox"/> Check box if same as Applicant Contact Information Address: <u>43118 Brandon Rd</u> Town: <u>Ethel</u> Postal Code: <u>N0G 1T0</u> Home Phone: <u>519-357-7829</u> Cell: _____ Work: _____ Fax: _____ Email: <u>no email</u>

Solicitor name (if known) Heather Frank (Tarbush, Dickoy, Giller)

Address: Listowel

Tel: _____ Email: _____

Correspondence to be sent to: all parties, or applicant, and/or owner

3. LOCATION OF THE SUBJECT PROPERTY - SEVERED & RETAINED (Complete applicable lines)

Municipality: <u>Huron East</u>	Concession: <u>Grey Con 7.</u>
Ward: <u>Grey</u>	Lot Number(s) <u>Rt Lot 8</u>
Registered Plan: _____	Lot(s) Block(s): _____
Reference Plan: _____	Part Number(s) <u>Pt. 1 - Rplan 202-6020</u>
Municipal Address (911 number and street/road name): <u>not assigned</u>	Roll # (if available): <u>4040-420-007-00900-0000</u>

APPLICATION FOR CONSENT

- a) Are there any right-of-way easements or restrictive covenants affecting the severed or retained land?
 Yes No
- b) If **Yes**, describe the location of the right-of-way or easement or covenant and its effect:

- c) Is any of the severed or retained land in Wellhead Protection Area A, B or C? Yes No Unknown
 If **Yes**, please obtain a Restricted Land Use Permit from the Risk Management Official.
 If **Unknown**, please consult with your Municipal Planner and obtain a Restricted Land Use Permit if necessary.
- d) Is the subject property systematically tiled? If **Yes**, please submit tile maps with your application.
 Yes No

4. PURPOSE OF THE APPLICATION

Type of proposed transaction:

Transfer:	Other:
<input type="checkbox"/> Creation of a new lot	<input type="checkbox"/> Charge
<input checked="" type="checkbox"/> Addition to lot	<input type="checkbox"/> Lease
<input type="checkbox"/> An easement	<input type="checkbox"/> Correction of title
<input type="checkbox"/> Other purpose (please specify): _____	

Briefly, describe the proposed transaction:

to enlarge existing lands to be able to build new home.

Name(s) of person(s), if known, to which land or interest in land is to be transferred, leased or charged:

Nathan James Munro Prior

If a surplus severance, provide legal description and locations of other farm holdings of owner/purchaser:

If creating a lot addition, identify the lands to which parcel will be added.

Municipality: <u>Huron East</u>	Concession: <u>7</u>
Ward: <u>Grey</u>	Lot Number(s): <u>8</u>
Registered Plan: _____	Lot(s) Block(s): _____
Reference Plan: <u>22R-6020</u>	Part Number(s): <u>P+1</u>
Municipal Address (911 number and street/road name): <u>43268 Brandon Rd Ethel. Ont N0G 1 T0</u>	Roll # (if available): <u>4040420 007 00904 0000</u>

APPLICATION FOR CONSENT

5. DESCRIPTION OF SUBJECT LAND

a) Description land intended to be severed:

Frontage: 29m
Depth: irregular
Area: 1.4 acre
Existing Use(s): lawn and field
Proposed Use(s): lawn/residential
Existing Building(s) or Structure(s):
none

b) Type of access:

(Check appropriate box)

- existing building(s) or structure(s)
- provincial highway
- county road
- municipal road, maintained all year
- municipal road, seasonally maintained
- other

c) Type of water supply proposed:

(check appropriate box)

- publicly owned and operated piped water system
- privately owned and operated individual well
 - dug
 - drilled - new for residence
- privately owned and operated communal well
- lake or other water body
- other means (please specify)

none

d) Type of sewage disposal proposed:

(check appropriate box)

- publicly owned & operated sanitary sewage system
- privately owned & operated individual septic tank
- privately owned & operated communal septic system
- privy
- other means (please specify)

none

a) Description land intended to be retained:

Frontage: _____
Depth: _____
Area: 96.2 acres
Existing Use(s): agriculture
Proposed Use(s): agriculture
Existing Building(s) or Structure(s):
None

b) Type of access:

(Check appropriate box)

- existing building(s) or structure(s)
- provincial highway
- county road
- municipal road, maintained all year
- municipal road, seasonally maintained
- other

c) Type of water supply proposed:

(check appropriate box)

- publicly owned and operated piped water system
- privately owned and operated individual well
 - dug
 - drilled
- privately owned and operated communal well
- lake or other water body
- other means (please specify)

None

d) Type of sewage disposal proposed:

(check appropriate box)

- publicly owned & operated sanitary sewage system
- privately owned & operated individual septic tank
- privately owned & operated communal septic system
- privy
- other means (please specify)

none

43268brandon rd

Home » Map Measurement of Area around 43268brandon rd

Measure Lot Size

Note: A change was made in the way a marker is set.

Press and hold the Shift Key then Click to set a marker.

At least two markers are needed to measure distance and three markers to measure area.

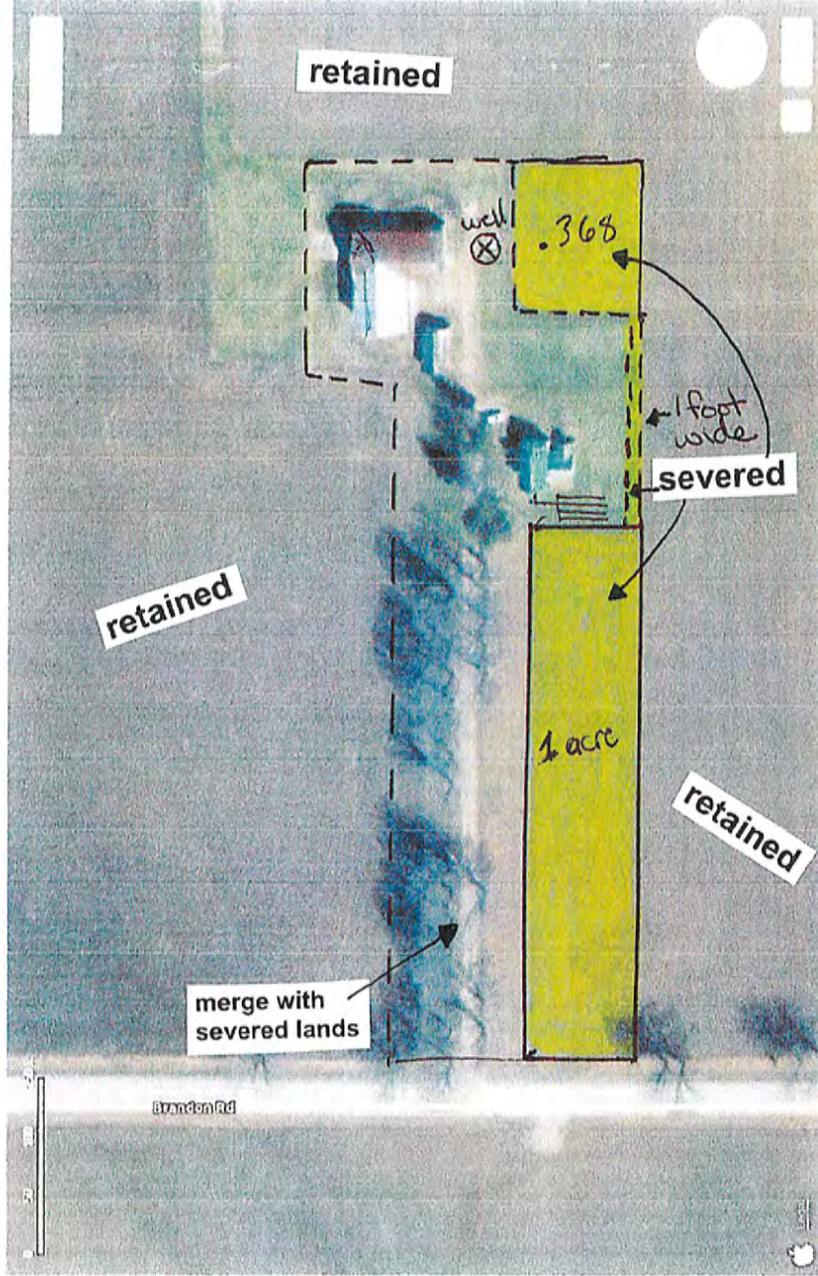
Center Blue Marker

Clear Markers

Remove Last Marker

Distance Area

43.750225,-81.196347



11-20-4



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

Consent Application Report – File C72/19 To Huron East Council

Owner: Gord & Dale Finch	Applicants: Kelsey & Nathan Prior	Date: October 10, 2019
Property Address: * not assigned		
Property Description: Concession 7, Part Lot 8, Grey Ward, Huron East		

Recommendation: That provisional consent be:

- granted with conditions (attached)
- deferred
- denied (referred to the County Committee of the Whole Day 1 for a decision)

Purpose:

- enlarge abutting lot
- create new lot
- surplus farm dwelling
- right-of-way / easement
- other:

	Area	Official Plan Designation:	Zoning:	Structures:
Severed	0.57 hectares (1.4 acres)	Agriculture	General Agriculture (AG1)	Vacant
Retained	38.9 hectares (96.2 acres)	Agriculture, Natural Environment	General Agriculture (AG1) Natural Environment (NE2)	Vacant

Review: This application:

- Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
- Does not require a plan of subdivision for the proper and orderly development of the municipality (s.53(1) Planning Act);
- Conforms with section 51(24) of the Planning Act;
- Conforms with the Huron County Official Plan;
- Conforms with the Huron East Official Plan;
- Complies with the Huron East Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance);
- Has been recommended for approval by the local municipality; and
- Has no unresolved objections/concerns raised (to date) from agencies or the public.
(Applications that do not meet all of the foregoing criteria will be referred to the County Committee of the Whole Day 1 for a decision)

Agency / Other Comments:

	Not Received	No Concerns	See Conditions / Comment
Neighbours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Huron East staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional Comments:

- This application is for the enlargement of a parcel which was severed in 2012 under the surplus residence consent policies (Application B58/2011).
- The applicant has requested that 1.4 acres be added for the purpose of 'squaring up' the existing parcel and to allow for sufficient space to build a new accessory building, a new dwelling and install a new, larger septic system.

- The parcel with which the severed is proposed to merge is 2.3 acres and contains a dwelling, bank barn and detached shed.
- The original severance created a parcel which has not been overly conducive to large farm equipment (particularly north of the dwelling). The enlargement allows for this to be corrected.
- In order to facilitate the merging condition, the applicant will have to convey a 1 foot x 1 foot parcel to the Municipality in order to 'break' the original severance.

Figure 1 & 2: Aerials of Subject Property (severed parcel outlined in red, retained in yellow)



Figure 3: Photograph of Subject Property



Recommended Conditions (denoted by ✓)

Expiry Period

- ✓ Conditions imposed must be met within one year of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within one year, the application shall be deemed to be refused. Provided the conditions are fulfilled within one year, the application is valid for two years from the date of the notice of decision.

Municipal Requirements

- ✓ All municipal requirements be met to the satisfaction of the municipality including servicing connections if required, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures, compliance with Section 65 of the Drainage Act and any related requirements, financial or otherwise.

Survey / Reference Plan

- ✓ Provide to the satisfaction of the County and the Municipality:
 - a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and
 - b) a reference plan based on the approved survey.

Merging

- ✓ The severed land merge on title with the abutting property to the west described as Concession 7, Part Lot 8, Part 1 of RP 22R6020, Grey Ward upon issuance of the certificate under Section 53(42) of the Planning Act, RSO 1990, as amended to the satisfaction of the County.
- ✓ A firm undertaking be provided to the satisfaction of the County from the solicitor acting for the parties indicating that:
 - a) the severed land and the abutting property to the west described as Concession 7, Part Lot 8, Part 1 of RP 22R6020, Grey Ward will be consolidated into one P.I.N. under the Land Titles system; or
 - b) where consolidation is not possible as the parcels to be merged are registered in two different systems (e.g. the Registry or Land Titles system), a notice will be registered in both systems indicating that the parcels have merged with one another and are considered to be one parcel with respect to Section 50 (3) or (5) of the Planning Act, R.S.O. 1990, C P. 13 as amended.
- ✓ Section 50(3) of the Planning Act, RSO 1990, as amended, applies to any subsequent conveyance or transaction of the severed land.

Drainage

- ✓ That Section 65 of the Drainage Act be addressed to the satisfaction of the municipality for the Lamont Drain.

Sincerely,

'Original signed by'

Denise Van Amersfoort, Senior Planner

Site Inspection: October 8, 2019

HURON EAST ADMINISTRATION

TO: Deputy Mayor Robert Fisher and Members of Council
FROM: Brad Knight, CAO/Clerk
DATE: October 11th, 2019
SUBJECT: Terpstra Site Plan Agreement By-Law 73-2019

RECOMMENDATION:

That Council pass By-Law 73-2019 to enter into a site plan agreement with Miriam Terpstra with respect to a banquet barn facility on Lot 25, Concession 11, Grey Ward.

BACKGROUND:

This report should be considered in conjunction with the report from Planner Denise VanAmersfoort. Council initially turned down By-Law 53-2018, but the applicant appealed the decision to LPAT which subsequently resulted in Council's decision being overturned. By-Law 32-2019 was subsequently passed on May 7th, 2019. Both by-laws noted the proposed on-farm diversified use would be subject to a site plan agreement.

The site plan for this type of facility in a rural setting with constructed walkways and decorative factors has resulted in a number of site visits and dialogue between municipal staff and consultants for the applicant. Several of the unique clauses in the agreement were suggested by the applicant's planner during the rezoning process while other clauses have been suggested by staff to address some of the site's unique features. Some time will be taken at the meeting by staff to review the agreement including the drawings that are associated with the site plan.

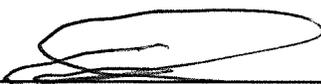
OTHERS CONSULTED:

n/a

BUDGET IMPACTS:

n/a

SIGNATURE:



Brad Knight, CAO/Clerk



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677

Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

11-20-6

To: Municipality of Huron East, Mayor and Members of Council
From: Denise Van Amersfoort, Senior Planner
Date: October 11, 2019

Re: Site Plan Control Application
Concession 11, Part Lot 25, Grey Ward, Municipality of Huron East (known municipally as 84483 McNaught Line)

Applicant/Owner: Miriam Terpstra

RECOMMENDATION

It is recommended that Council enter into a Site Plan Agreement with the owner of 84483 McNaught Line provided the following information (which was not available at the time of writing this report) is submitted to the satisfaction of the Municipality:

- Engineer stamp on existing deck railing/guard; and
- Revised Landscape Architect plans for the grounds, specifically addressing the density of planting along the walkway above the armour stone terrace wall.

PURPOSE

The purpose of this application is to apply site plan control to the existing event venue including the access, driveway, parking areas, existing building, grounds and septic system area, and also to permit an addition to the existing event venue. The subject development follows Zoning By-law Amendment Z05-2018.

REVIEW

The application of Site Plan Control to this existing site required that a number of amendments be made to existing site features to ensure that municipal and provincial requirements are met.

The following information was submitted in support of this application:

- Wastewater Treatment Report (MTE Consultants);
- Site Grading and Servicing Design (MTE Consultants);
- Traffic Impact Brief (Salvini Consulting);
- Architect Report regarding existing building (GB Architect Inc.);
- Engineer Report regarding existing deck (Waddell Engineering);
- Building Elevations for proposed addition (HFH Inc.); and
- Landscape Audit Report and Plan for grounds (GSP Group Inc.).

Figure 1: Subject Property (Image Source: Google Maps, 2019)

Figures 4 & 5: Conceptual Building Designs of Existing Venue & Proposed Addition



Figures 6 & 7: Photographs of Existing Grounds



Planning Review

While the entire property is 100 acres in size, this site plan agreement only applies to a 7,443 square metre (1.8 acre) portion.

The alterations to the existing event venue involve the following:

- Event Venue Building
 - o Construction of addition to existing event venue building. Addition will feature a covered entrance and will accommodate new washrooms, area for buffet tables, entertainment and storage. The existing building is 250.7 square metres and the proposed addition is 272.6 square metres for a combined size of 523.3 square metres where the zoning permits a maximum of 535 square metres.
 - o The existing building was reviewed by GB Architects and several Ontario Building Code (OBC) deficiencies were identified and have been rectified to date with the exception of the railing of the existing deck.
 - o An Engineer's report was required for the existing deck as it was not included in the original building permit. The report stated that under the loads prescribed in the OBC, additional reinforcement of the wood framing is required. This will be addressed through the building permit process.
- Servicing

- The venue will be serviced by a private well. The well is registered with the Huron County Health Unit as a "Small Drinking Water System" and will be required to conduct regular testing with a commercial lab.
- Two septic system permit applications have been received. The first is for the relocation of the existing septic tank. The second is for the installation of a two part sewage system; the first stage for a daily flow of 2340 L/day and an occupant load of 65 persons, and the second for a daily flow of 5040 L/day and an occupant load of 140 persons. The reason for the two part approach is due to the three other septic systems on the property which when combined with the venue system, have a combined daily flow of 9,990 L/day. The Ministry of Environment requires Environmental Compliance Approvals for on-site sewage systems which are designed for daily flows of 10,000 L/day.

The applicants have indicated their intention to discontinue the existing residence for migrant farm workers, allowing this capacity to be re-allocated to the event venue.

- Access

- An entrance permit from the County Public Works Department is required by this Site Plan Approval.
- A Traffic Impact Brief was prepared by Julia Salvini which outlined concluded that visibility at the site driveway is good, peak hour traffic for the banquet facility is estimated to be 56 vehicles (once the venue is up to 140 occupancy), a northbound left turn lane is not warranted and that a southbound right turn lane is not needed.
- The access onto McNaught Line will be returned to its previous state (it was widened during the summer of 2019).
- The approach of the existing driveway which accesses the residences and event venue is not acceptable in its orientation to the County Road. As such, guests of the event venue will be required to access the site via the main farm driveway and then cross over to the venue by way of a new driveway. The existing, paved driveway will be gated off and signed during events to direct guests to the new driveway (see Figure 3).

- Parking

- A total of thirty-six (36) paved parking spaces are proposed, two (2) of which are accessible. During the re-zoning process, only seventeen (17) were proposed to be paved with the rest being temporary.

- Grounds

- The existing, landscaped grounds were not designed to Ontario Building Code specifications. It is important to note that this is a constructed landscape, not a natural one and as such, any area where the public has access to needs to meet requirements. As such, additional guards, fences and significant changes to the density and porosity of the plantings has been required to ensure that guests of the event venue clearly understand which areas are able to be accessed and which are 'out of bounds' or which feature limited accessibility.
 - There is one outstanding issue at the time of submitting this report with the proposed planting in a bed which divides a walkway from the armour stone terrace. There is the potential for a significant fall if a guest were to

- enter this bed and as such the plantings must provide not only a strong visual cue but also a physical barrier to entrance.
 - o The applicants were asked to document compliance with the Accessibility for Ontarians with Disabilities (AODA) Act. The response referenced Ontario Regulation 191/11, Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 and states that because the business is considered a 'small organization' the requirements for exterior paths of travel to meet accessible standards does not apply.
 - o The area beyond the venue entrance is not accessible and will be signed as such.
 - o The owners will have to assess the appropriateness of the grounds during the winter months and evenings (limited lighting, uneven terrain, etc.) and instruct their guests accordingly.
- Areas not included in Site Plan Approval Area
 - o The following areas were purposefully excluded from the Site Plan Area for reasons owing to safety concerns: entire waterfall feature including area immediately north of waterfall which has rocky surface and all areas abutting electric fences. The listed features are in close proximity to the Site Plan Area and the Agreement requires that the owners maintain the highest level of regard for the safety of the guests.

OTHERS CONSULTED

This Site Plan has been reviewed the Brad Knight, CAO/Clerk; Barry Mills, Head of Public Works and Brad Dietrich, Chief Building Official in addition to myself. Municipal staff are satisfied with the proposal proceeding as per the conditions in the attached site plan agreement and the additional information identified being provided.

Huron County Health Unit will issue required septic permits and monitor drinking water system over the long term.

Because McNaught Line is a County Road, the Traffic Impact Brief was reviewed by the County of Huron Public Works Department. A new entrance permit will be issued consistent with the findings of that brief.

SUMMARY

It is recommended that Council enter into the attached agreement.

Sincerely,
'Original signed by'

Denise Van Amersfoort, RPP
Senior Planner

On-site inspection: September 9, 2019

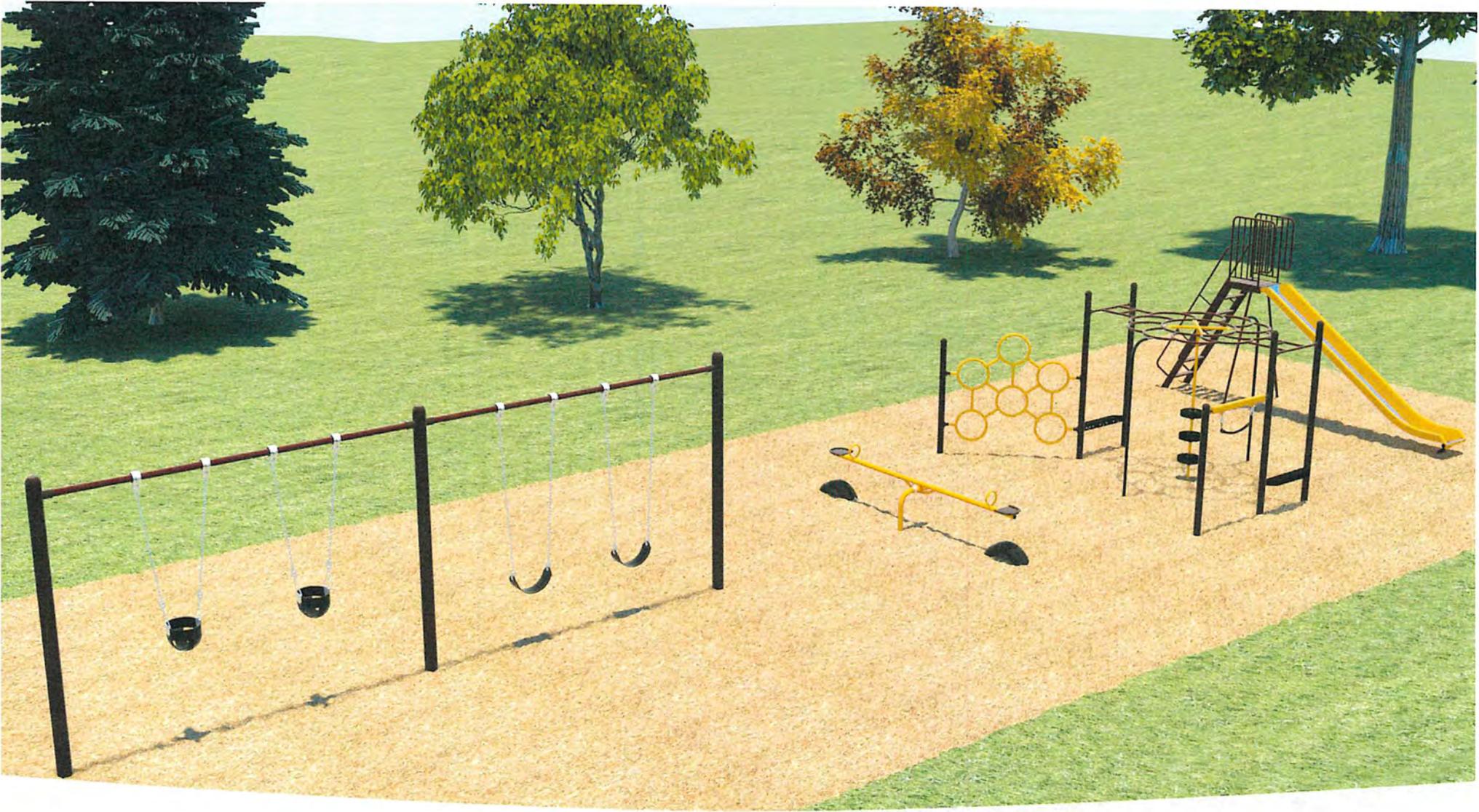
12-20-1



Brussels Conservation Area Playground
layout # A06114-2-C1 | J05396



Note: Colours shown may not accurately reflect actual colours.



Brussels Conservation Area Playground
layout # A06114-2-C1 | J05396

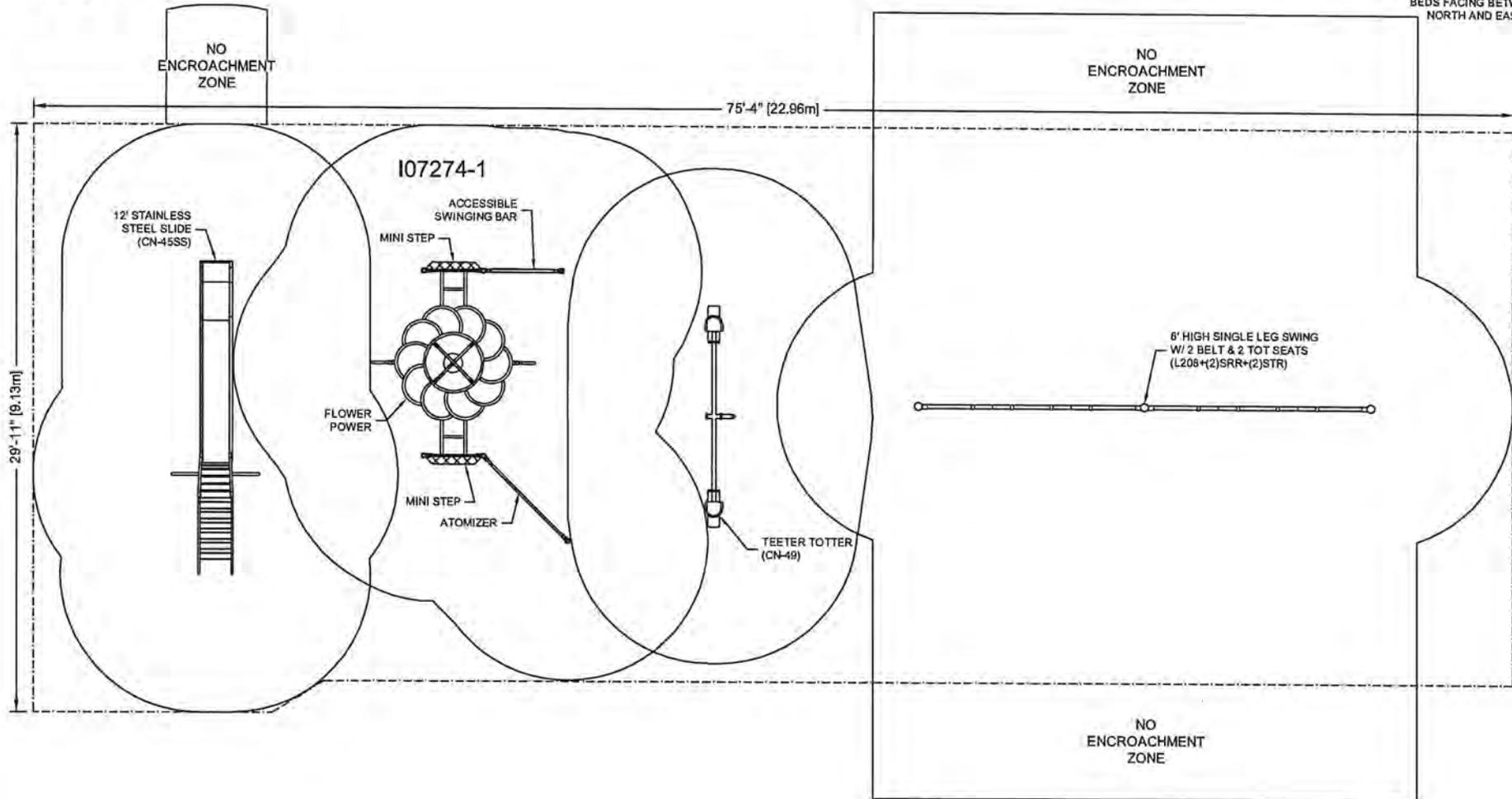


Note: Colours shown may not accurately reflect actual colours

DRAWINGS AND SPECIFICATIONS ARE PROPERTY OF S.F. SCOTT MANUFACTURING. THIS DRAWING MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PRIOR WRITTEN CONSENT OF THE ENGINEERING DEPARTMENT



BLUE IMP SLIDES MUST BE INSTALLED WITH SLIDE BEDS FACING BETWEEN NORTH AND EAST



CONFORMS TO THE CAN/CSA-Z614-14 STANDARD
"CHILDREN'S PLAYSPACES AND EQUIPMENT"

PERIMETER SHOWN REPRESENTS EXTENT OF REQUIRED SAFETY SURFACING. WIDTH OF BORDER MATERIAL MUST BE ADDED BEFORE EXCAVATION.

BRUSSELS CONSERVATION
AREA PLAYGROUND

BRUSSELS, ON

BLUE IMP 10

LAYOUT #: A06114-2
JOB #: J05396

RECOMMENDED AGES: 5-12

PROTECTIVE SURFACING REQUIRED:
AREA: 2156 (sq.ft) PERIMETER: 210 (ft)

DRAWN BY: AF DATE: 12-APR-19

2	ADDED SLIDE TO AREA.	TD	8-OCT-19
1	ADDED SWING TO AREA.	TD	21-JUN-19



724 - 14TH STREET S.W., MEDICINE HAT, AB. T1A 4V7
TOLL FREE: 1-800-651-1462 FAX: (403) 529-0851
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com



Quote

What Canada makes, makes Canada!

Date: 10/10/19
 Project #: A119-075
 Expiration Date: 12/31/2019

To: Brussels Conservation Area
 80 Alfred St.
 Brussels, Ont.
 N0G 1H0

Salesperson	Contact #	Installation Type	Payment Terms
Laura Gillians	(519)897-7748	Concrete Footings	50% Deposit on Equipment at time of order Remaining Balance at time of shipping

Line #	Description	Unit Price	Extended Price
1	Supply of Equipment	\$ 12,578.00	\$ 12,578.00
2	Installation of Equipment	\$ 3,355.00	\$ 3,355.00
3	Shipping of Equipment	\$ 960.00	\$ 960.00
4	Supply of 3" Drainage Stone and 12" Wood Fiber	\$ 5,490.00	\$ 5,490.00

Inclusions/Exclusions:	Excl: Border	Incl: Installation	Excl: Site/Prep/ Escavation	
	Excl: Filter Cloth	Excl: Supervised Install	Excl: Site Restoration	
	Incl: Freight	Excl: Permits	Incl: Tailings Removal	\$ 22,383.00
	Excl: Inspection	Incl: Supply Safety Surfacing		2,909.79
	Incl: Drainage Stone			\$ 25,292.79

Provided lead times are estimates; final production timeline will be provided during order acknowledgment

Shipping rate subject to change. Will be confirmed at time of order

To accept this quotation, sign here and return: _____

Thank you for your business!

Blue Imp: Head Office: 324 14th Street SW, Medicine Hat, Alberta T1A 4V7, 403-726-5500, sales@blueimp.com

12-20-3-1-1

MUNICIPALITY OF HURON EAST

October 15th, 2019

MOTION

Moved by

Seconded by

THAT:

Council accept the recommendation from the Administration Committee to cover the costs of playground equipment being installed at the Brussels MVCA park by the Brussels Leo Club and further that Huron East contribute \$1,000 towards the project from the Parkland Reserve fund with the balance to be set up as a receivable from the Leo Club.

12-20-3-1-2

MUNICIPALITY OF HURON EAST

October 15th, 2019

MOTION

Moved by

Seconded by

THAT:

Council accept the recommendation from the Administration Committee to increase the value assigned to the sale of municipal road allowance to \$10,000 per acre effective January 1st, 2020 and that staff be directed to make the necessary changes to Administration Policy 1.15.

12-20-3-2-1

MUNICIPALITY OF HURON EAST

October 15th, 2019

MOTION

Moved by

Seconded by

THAT:

Council accept the recommendation from the Personnel Committee to adopt a revised employee long service recognition policy and a revised Employee Handbook.

12-20-3-2-1

MUNICIPALITY OF HURON EAST

Employee Handbook



EMPLOYEE HANDBOOK INDEX

A.	INTRODUCTION	pg 3
B.	RECRUITMENT & SELECTION	pg 4
	1. Hiring Process	pg 4
C.	PROBATION	pg 4
	1. Probationary Period	pg 4
	2. Extension of Probationary Period	pg 5
	3. Promotion/Transfer/New Position within Municipality	pg 5
D.	TERMS & CONDITIONS OF EMPLOYMENT	pg 6
	1. Employment Forms & Personnel Files	pg 6
	2. Hours of Work	pg 7
	3. Breaks & Rest Periods	pg 7
	4. Overtime	pg 8
	5. Attendance & Absenteeism	pg 8
	6. Inclement Weather Policy	pg 9
	7. Progressive Discipline	pg 9
E.	PAYROLL & BENEFITS ADMINISTRATION	pg 10
	1. Issuance of Pay Cheques	pg 10
	2. Pay Grid	pg 10
	3. Group Insurance & Health Care Plan	pg 11
	4. Ontario Municipal Employees Retirement Savings Plan	pg 11
	5. Canada Pension Plan	pg 11
	6. Long Term Disability	pg 11
	7. Short Term Disability	pg 12
	8. Clothing Allowance	pg 12
	9. Auto Allowance	pg 13
	10. Employee Personal Computer Purchase Program	pg 13
F.	LEAVES	pg 14
	1. Sick Leave Plan	pg 14
	2. Family Medical Leave	pg 14
	3. Bereavement Leave	pg 14
	4. Parental/Pregnancy Leave	pg 15
	5. Jury Duty	pg 16

6.	Other Protected Leaves	pg 17
7.	Statutory & Public Holidays	pg 17
8.	Vacation Entitlement	pg 18
G.	HEALTH & SAFETY	pg 19
1.	Workplace Health & Safety	pg 19
2.	Workplace Violence & Harassment Policy	pg 19
3.	Council & Staff Relationship Policy	pg 20
4.	Employee Complaint & Grievance Policy	pg 20
5.	Smoking Policy	pg 21
6.	Cell Phone Policy	pg 21
7.	Substance Use Policy	pg 21
H.	TRAINING & DEVELOPMENT	pg 21
1.	Professional Development	pg 21
2.	Performance Evaluations	pg 22
3.	Employee Long Service Recognition	pg 22
I.	TERMINATION	pg 23
1.	Resignations	pg 23
2.	Retirement	pg 23
3.	Discharges	pg 24
J.	APPENDICES	pg 25
A.	Hiring Policy	pg 25
B.	Attendance & Absenteeism Policy	pg 30
C.	Progressive Discipline Policy	pg 37
D.	Health & Safety Policy	pg 41
E.	Workplace Violence & Harassment Policy	pg 46
F.	Council & Staff Relationship Policy	pg 52
G.	Employee Complaint & Grievance Policy	pg 57
H.	Substance Use Policy	pg 59
I.	Loss of Drivers License Policy	pg 64

A. Introduction:

This Handbook is a working guide for employees, managers, supervisors, co-ordinators and Council regarding employment related matters. It is available to and covers all staff of the Municipality of Huron East.

It is the responsibility of each and every member of management to administer these policies in a fair, consistent and impartial manner. These policies are to act as a guide with the understanding that all circumstances and events can not be outlined in a document, a compassionate and humanitarian approach to individual circumstances with these policies as a guide is the best practice.

Employees have the right to fairly and reasonably discuss employment related matters with management.

The purpose of these policies is to document personnel practices and policies of the Municipality of Huron East and to ensure a shared, clear understanding of the terms, conditions and requirements governing employment with the Municipality. It is the intent of the Municipality to provide fair and equitable work practice and parameters for its employees.

The procedural requirements of these policies are intended to complement, supplement and be consistent with, not to compromise or replace the requirements of applicable legislation.

In this document, unless otherwise stated, and unless the context otherwise requires:

1. **Council** means the Council of the Municipality of Huron East
2. **Supervisor** means head of departments including Facilities Managers, Public Works Co-ordinator, Daycare Supervisor, Treasurer and CAO
3. **Personnel Committee** means Councillors appointed as the Personnel Committee of the Municipality of Huron East

B. RECRUITMENT & SELECTION

1. Hiring Process

The Corporation of the Municipality of Huron East recognizes that as a service organization, its effectiveness is determined largely by the quality of the people that comprise its workforce. To this end, an impartial and objective recruitment and selection process best ensures the employment of the best qualified and experienced personnel available.

The Corporation of the Municipality of Huron East is an equal opportunity employer.

It shall be the policy of Council to hire the best candidate available. Preference will be given to residents of the Municipality of Huron East when all other factors are equal. A relative of an existing employee, who is identified as being the best candidate, may be hired if there is no direct on-the-job supervisory link between the parties.

It is also the policy of Council to provide equality of opportunity for employment without discrimination, consistent with the requirements of the Ontario Human Rights Code.

Council will not tolerate acts of favoritism or discrimination in the selection process and elected officials, appointed officers or employees shall not attempt to influence the hiring of any applicant.

Please refer to Appendix A to read the full Hiring Policy (pg 25-29).

C. PROBATION

1. Probationary Period

A minimum probationary period of three (3) months applies to all permanent, temporary or contract, full time and part time employees of the Municipality of Huron East unless a longer probationary period is specified with the employee as a condition of their employment.

The probationary period is the initial period of employment during which the supervisor carefully considers whether the employee is able to meet the standards and expectations of the job and if the

employee should be retained by the Municipality of Huron East as a regular employee. During this time, the supervisor appraises the employee's:

- Ability to learn and perform job duties as outlined in their job description
- Quality of work
- Productivity
- Work habits
- Co-operation
- Attendance
- Punctuality
- Other standards and expectations specific to the employee's work situation

Along with reviewing performance expectations the supervisor will provide guidance and leadership in support of the position. The employee shall demonstrate the skills, abilities, quality of work, commitment to the position, and conduct themselves in a manner that is respectful and appropriate toward co-workers, Council, and the public that the Municipality serves.

2. Extension of Probationary Period

If after the initial three (3) month probationary period it is determined by the supervisor that more time is needed for the employee to meet the standards and expectations for the job, the supervisor may extend the probationary period. The length of the extension will be agreed upon by the supervisor and the employee, up to the length of the original probationary period.

If termination of the employee takes place following the extension of the probationary period notice will be given to the employee as per the Employment Standards Act, 2000, c. 41, s. 57.

Notice of termination is not required for employees working less than three months as per the Employment Standards Act, 2000, c. 41, s. 54.

3. Promotion/Transfer of Duties/New Position Within Municipality

An appropriate probationary period may be defined should an employee be promoted or transferred to a new position. Upon transfer or promotion to a new position within the Municipality it will be

determined by the supervisor if a probationary period is required. It will also be determined at that point if the employee will be able to return to their previous position at the end of the probationary period if not successful in the new position. The review period may be extended upon mutual agreement.

D. TERMS & CONDITIONS OF EMPLOYMENT

1. Employment Forms & Personnel Files

All new employees of the Municipality of Huron East (full time, part-time, temporary or casual) are required to complete the following forms before their first working day:

- Personal Information Sheet
- TD1-ON – Ontario Personal Tax Credits Return Form
- TD1 – Federal Personal Tax Credits Return Form
- Direct Deposit Form for Payroll
- Group Benefits Enrolment Form – (permanent full time employees only)
- OMERS Enrolment Form
 - Permanent full time employees upon hireor
 - Other than continuous full time employees when qualification criteria has been met (700 hours/year for 2 years)

The Municipality of Huron East will maintain a Personnel File for each employee. The information in this file is available to the employee, the CAO and the Payroll Clerk. All personnel files are kept in a secure location. Employees have the right to examine their personnel file by setting up an appointment with the Payroll clerk during normal business hours. Information contained in the employee's personnel file includes the employment forms listed above, employee's resume, letter of offer, performance reviews, amendments to job descriptions, and disciplinary notices.

Employee's are required to inform the Payroll Clerk within ten (10) working days of any change in name, address, e-mail address, bank account information, telephone number, change of dependents, next of kin or marital status.

All employee records will be stored and retained as per the regulations outlined in the Employment Standards Act.

2. Hours of Work

The Municipal Office will be open to the general public from 8:30 am to 5:00pm, Monday through Friday. The regular hours of work for each Department will be as follows:

Department Heads: Department Heads are required to work eight (8) hours per day, Monday to Friday.

Administration: The regular hours of work for administration employees will be seven (7) hours per day Monday to Friday. The seven (7) hours per day will be comprised of shifts including of 8:30 am – 4:00 pm, excluding one half (1/2) hour unpaid lunch, 9:00 am – 5:00 pm, excluding one (1) hour unpaid lunch, or 8:30 am – 4:30 pm, excluding one (1) hour unpaid lunch.

Public Works/Daycare/Recreation: The regular working hours for the full-time Public Works, Daycare and Recreation staff will be eight (8) hours per day, Monday to Friday unless otherwise specified as a condition to their employment. The hours shall be determined by the operational requirements of each department.

The hours for all part-time and casual employees shall be determined by the operational requirements of their Supervisor.

No employee shall work in excess of forty-eight (48) hours per week, except under a declared emergency, with the exception of Road Maintenance employees who under Ontario Regulation 285/01, s. 4 (1) (d) are exempt from the daily and weekly limits on hours of work.

3. Breaks/Rest Periods

Each employee will be allowed one half hour (1/2) unpaid lunch period after working five (5) consecutive hours each workday.

4. Overtime

Public Works employees who have, with the pre-approval of their Supervisor, worked in excess of their regular hours are entitled to their regular rate of compensation for hours worked up to forty-four (44) hours per week and overtime compensation (at the rate of one and on-half the regular rate) for hours worked in excess of forty-four (44) hours per week. Employees have the option and are encouraged to take time off in-lieu for hours worked in excess of their regular schedule. Time off in lieu constitutes paid time off at the rate of one and one-half times for each additional hour worked.

Public Works staff (roads, water/sewer), including Foremen, will receive an overtime rate of one and one-half times their regular rate for all hours worked on weekends, statutory holidays and emergency callouts. Public works staff may bank overtime hours up to a maximum of eighty (80) hours annually.

Administrative, Management and all other full time employees have the option and are encouraged to take time off in lieu for all hours worked in excess of their regular schedule. All lieu time used by an employee must be approved by their supervisor prior to the time being taken.

5. Attendance & Absenteeism Policy

The Municipality of Huron East places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of The Municipality of Huron East and its business operations and are a condition of continued employment. The Municipality of Huron East sets a reasonable expectation that employees regularly perform the functions of their job in line with their employment contract. In many cases, the functions of the job require an employee to be present at a specific location and time of day while engaged actively in the functions of the job. Failure of an employee to be present where and when expected could disrupt the organization.

The Municipality of Huron East is committed to working with employees who require accommodation under the protected grounds of the governing human rights legislation, or who have an illness, injury, or other condition beyond their control that causes them to miss work or prevents them from attending work regularly.

Excessive absenteeism will not be tolerated and may be cause for disciplinary action, up to and including

termination. This policy defines absenteeism at The Municipality of Huron East, outlines the process for correcting unacceptable attendance behavior, and ensures that absenteeism is managed consistently and fairly.

Please refer to Appendix B to read the full Attendance & Absenteeism Policy (pg 30-36).

6. Inclement Weather Policy

Employees are expected to use good judgment concerning whether to report to work on days where travel is difficult due to road closures or severe weather conditions.

Employees who deem it unsafe to report to work due to road closures or severe weather conditions shall advise their Supervisor as soon as possible.

Employees who deem it unsafe to report to work due to severe weather conditions shall be required to forfeit one day vacation time, unused overtime, or part thereof to compensate for their absence up to three (3) days annually. Employees that do not have unused vacation time or unused overtime to offset the time lost due to severe weather conditions shall forfeit pay for the hours they were unable to attend work or arrange to make up the time subject to the approval of their supervisor.

7. Progressive Discipline

The Municipality of Huron East uses progressive discipline to address performance, conduct, and policy violation issues. Progressive discipline allows employees to correct any issues or concerns and reduces the need for termination of employment. The Municipality of Huron East strives to work with employees regarding any issues in the workplace but also needs to hold employees to a high standard of performance and conduct.

If an employee of The Municipality of Huron East violates company policy or exhibits reckless behaviour, progressive discipline will be used. Progressive discipline can be issued for attendance, conduct, health & safety or performance concerns. This is not an exhaustive list of reasons it may be used. Employees will be given multiple opportunities to correct the identified issue or concern, unless the issue or concern is severe, in which progressive discipline can be accelerated to match the violation. Typically, progressive discipline proceeds through these steps:

1. Coaching (informal);
2. Verbal Warning (formal);
3. First written warning (formal);
4. Final written warning with possible suspension (formal); and
5. Termination

With each violation or apparent problem the employee will be given written documentation to alert them of the problem and, if applicable, provide a copy of the company policy being violated; advise them of the consequences for further infractions; and suggest a method for improvement.

Please refer to Appendix C to read the full Progressive Discipline Policy (pg 37-40).

E. PAYROLL & BENEFITS ADMINISTRATION

1. Issuance of Pay Cheques

Payroll is processed bi-weekly, with twenty-six (26) pay periods per calendar year. Pay day is every second Thursday and is direct deposited into the employee's bank account. Deductions will be supplied on a pay advice and emailed to the email address supplied by the employee. Any questions that arise concerning payroll should be directed to the Payroll Clerk or your immediate supervisor.

Huron East Fire Fighters are paid annually, in November (Brussels Fire Department) and December (Seaforth and Grey Fire Departments).

2. Pay Grid

A pay schedule of each full time position is available at the Municipal Office. The schedule and annual increments should be reviewed annually by the Personnel Committee. The Personnel Committee is authorized to grant a cost of living increase equal to the Ontario consumer price index for the twelve (12) months ending in October. Any increase over and above this index is conditional on approval by Council.

Part-time employees who remain in the same job classification and/or grid level, upon completion of the equivalent full-time hours for a year's service, will be eligible to be moved across the grid one step for each year of equivalent full-time employment, conditional on a satisfactory performance evaluation and recommendation by their supervisor.

3. Group Insurance & Health Care Plan

All permanent full-time employees of the Municipality of Huron East are eligible for coverage and benefits under a group insurance and health care plan. Coverages and benefits, such as vision, dental and other medical coverage, are described in the Group Benefits Plan Booklet which will be provided to the employee upon completion of the required three (3) month waiting period.

All early retiring employees will be offered the present benefit package at the employees' expense from the date of retirement to age 65 with the cost to be billed in advance at the beginning of each year.

4. Ontario Municipal Employees Retirement Savings Plan (OMERS)

The Municipality of Huron East provides a compulsory retirement savings plan (OMERS) to all full time employees. Other than Continuous Full Time (OTCFT) employees become eligible to join OMERS by acquiring a minimum of seven hundred (700) hours for two (2) consecutive years. OTCFT employees have the option to join OMERS or opt out of OMERS. OTCFT employees must provide their decision to opt out in writing. Further information can be acquired at the Municipal office or by visiting the following website: <https://www.omers.com>

5. Canada Pension Plan

The Canada Pension Plan is a Federal Government compulsory pension plan for employees between the ages of 18 and 65 inclusive. At the age of 65 employees who elect to stop contributing to CPP may obtain the CPT 30 - Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election form from the Municipal Office or the Canada Revenue Agency website <http://www.cra-arc.gc.ca/E/pbg/tf/cpt30/>

6. Long Term Disability

All permanent full-time employees of the Municipality of Huron East are eligible for Long Term Disability coverage under the group insurance and health care plan. Details of the Long Term Disability Plan are described in the Group Benefits Plan Booklet which will be provided to the employee upon completion of the required three (3) month waiting period.

7. Short Term Disability

Employees may be eligible to receive temporary financial assistance in the form of Employment Insurance Benefits if they are unable to work due to sickness, injury or quarantine. Further information can be acquired at the Municipal Office or by visiting the following website:

<http://www.servicecanada.gc.ca/eng/ei/types/sickness.shtml>

8. Clothing Allowance

A clothing allowance is provided for Public Works and Recreation employees of the Municipality of Huron East. The clothing allowance is as follows:

Public Works

Full time public works employees are entitled to receive a \$400 clothing allowance per calendar year. The clothing allowance will be used for safety apparel/work boots only; an original receipt must be submitted along with a completed Huron East Expense Form signed by the employees' foreman or supervisor for payment.

Part-time public works employees are entitled to receive a \$200 clothing allowance after one full season of employment with the Municipality; an original receipt must be submitted along with a completed Huron East Expense Form signed by the employees' foreman or supervisor for payment.

Clothing allowance includes shop coveralls.

Recreation

- 1) Seaforth & District Community Centre and Brussels, Morris & Grey Community Centre – Full time employees are entitled to receive an annual clothing allowance of \$200 paid on receipt of eligible work related clothing. Eligible work related clothing includes pants, shirts, spring/winter jackets, gloves and non slip footwear/ work boots. Part time and casual employees are not eligible to receive a clothing allowance.
- 2) Vanastra Recreation Centre – Full time employees are entitled to receive an annual clothing allowance of \$100 for eligible work related clothing, including swim wear. Part time employees working over fifteen (15) hours per week are entitled to receive a clothing allowance up to \$80 annually, and part time employees working under fifteen (15) hours per week are entitled to receive a clothing allowance of \$40 annually for eligible work related clothing, including swim wear.

9. Auto Allowance

Where a Municipality of Huron East employee uses his/her personal vehicle in the course of employment duties, he/she is compensated for expenses at the following rates:

- a) The rate as established by Council for occasional use of an employee's personal vehicle.
- b) A car allowance where the employee is designated to receive such an allowance by resolution of the Municipal Council.

Claims for Automobile Allowance should be made monthly on the proper expense form available from the Municipal Office.

Reimbursement rates for mileage traveled in ones personal vehicle while on municipal business, with the rate to be established by the County of Huron the 1st of each month, are as follows:

Gas Price Range per Litre	Reimbursement Rate per Kilometre
\$ 0.500 - \$ 0.599	\$ 0.398
\$ 0.600 - \$ 0.699	\$ 0.410
\$ 0.700 - \$ 0.799	\$ 0.423
\$ 0.800 - \$ 0.899	\$ 0.437
\$ 0.900 - \$ 0.999	\$ 0.450
\$ 1.000 – \$ 1.099	\$ 0.464
\$ 1.100 – \$ 1.199	\$ 0.478
\$ 1.200 – \$ 1.299	\$ 0.492
\$ 1.300 – \$ 1.399	\$ 0.507
\$ 1.400 – \$ 1.499	\$ 0.522
\$ 1.500 – \$ 1.599	\$ 0.538

10. Employee Personal Computer Purchase Program

The Municipality of Huron East will provide financial assistance in the form of a loan for any personal computer, laptop or tablet purchased by an employee or Councilor up to a maximum of \$2000.00 every twenty-four (24) months. Proof of purchase, including details of equipment, will be required.

Repayment of the loan will be made by payroll deduction over a twenty four (24) month period. The employee or Councilor will be required to complete an Employee Personal Computer Purchase Program Agreement.

F. LEAVES

1. Sick Leave Plan

If an employee is unable to work because of sickness or ill health, it is the responsibility of the employee to notify their supervisor immediately.

Sick leave with pay will be earned by full-time employees only on a basis of one (1) day per month for each month the employee has worked to a maximum of ten (10) days per year. Unused sick leave is not eligible for cash payout or to be carried forward to the next year.

An employee absent from work due to illness beyond the earned sick leave benefits may be eligible to apply for Employment Insurance Benefits. Further information can be acquired at the Municipal Office or at <http://www.servicecanada.gc.ca/eng/ei/types/sickness.shtml>

2. Family Medical Leave (Formerly Compassionate Care Leave)

Family Medical Leave is an unpaid, job protected time off work up to twenty eight (28) weeks. This leave is provided to enable employees who have a family member (or people the employee considers to be like family members) with a serious risk of passing away within a period of twenty six (26) weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.

Employees may be eligible to receive Employment Insurance Benefits if they have to be away from work temporarily to provide care or support to a family member who is gravely ill and who has a significant risk of death. Further information regarding Family Medical Leave and Employment Insurance Benefits can be acquired at the Municipal Office or at <https://www.canada.ca/en/services/benefits/ei/caregiving.html>

3. Bereavement Leave

Bereavement leave without loss of pay for up to a maximum of five (5) days may be granted to all full-time employees in the event of the death of an immediate family member. An immediate family member is defined as:

1. Spouse, common law spouse
2. Parent, step parent
3. Sibling, step sibling
4. Child, step child

Bereavement leave without loss of pay for up to a maximum of three (3) days may be granted to all full-time employees in event of the death of a non- immediate family member. A non - immediate family member is defined as:

1. Grandparent, grandparent-in-law
2. Grandchildren
3. Parent-in-law
4. Brother-in-law, sister-in-law
5. Dependent Relative

Additional unpaid leave up to a maximum of two (2) days may be granted to all full-time employees in the event of the death of a family member if so requested by the employee.

Compassionate Leave without loss of pay for one (1) day will be granted for other relatives, a close friend, or if an employee plays an active part in the funeral (such as flower bearer or pallbearer etc.).

4. Pregnancy & Parental Leave

Employees who are pregnant are entitled to up to seventeen (17) weeks of unpaid pregnancy leave, in addition to parental leave. To qualify the pregnant employee must have started her employment with The Municipality of Huron East at least thirteen (13) weeks before the date her baby is expected to be born. The date in which leave shall commence is the employees' choice, up to seventeen (17) weeks before the due date. Written notice must be given by the employee two weeks in advance along with a certificate from a medical practitioner (ie: medical doctor, a midwife or a nurse practitioner) stating the baby's due date. Once an employee has started her pregnancy leave she must take it all at once. If she returns to work for the employer from which she has taken the leave, even if only part time, under ESA she gives up her right to take the rest of her leave.

Parental leave can be taken for up to sixty one (61) weeks for employees who took pregnancy leave and up to sixty three (63) weeks for employees who did not. A new parent is entitled to Parental Leave as long as he/she has been employed with The Municipality of Huron East for thirteen (13) weeks prior to the date the parental leave is to commence. Parental Leave for the natural mother may begin immediately following her pregnancy leave. All other parents must begin their parental leave no later than seventy eight (78) weeks after the date their baby is born or the date in which their baby first came into their care, custody and control. Written notice must be given by the employee two weeks in

advance of when the parental leave is to commence. The employee on leave shall continue to receive all benefits and the employer will continue to pay the premium for these benefits. The employee shall continue seniority and shall be reinstated in the same position upon return to work with the same rate of pay.

To inquire about the eligibility for “Pregnancy and or Parental/Adoption Benefits” from the Employment Insurance Program visit the Service Canada website at www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html

Members of Council

In accordance with Sections 259(1.1) and 270(8) of the Municipal Act a Member of Council is entitled to an absence of 20 consecutive weeks as a result of a Member’s pregnancy, the birth of a Member’s child or the adoption of a child by the Member. A Member will continue to receive all communications from the Municipality and retains the right to attend any meetings, seminars or conferences that the Member is entitled to attend. The Member shall continue to receive their Council honorarium as determined under General Government Policy 1.12 (Council Remuneration Policy) during the leave period and shall be compensated for meetings attended during the leave period in accordance with Policy 1.12.

Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave the Member shall provide written notice to the Clerk outlining the expected duration of leave including a potential start date and return date.

Council, where necessary, shall make temporary appointments to fill any vacancies of a Member to Committees on which the Member serves.

5. Jury Duty

Any regular full time employee that is called for jury duty shall receive their normal rate of pay while performing their duties. Any compensation received for the performance of the duty will be returned to the Municipality of Huron East during this period. All other employees will be granted leave without pay to perform their civic duty as jurors.

6. Other Protected Leaves

The Municipality of Huron East will ensure its employees are provided with authorized time off as per applicable legislation without fear of a negative impact on their employment status or opportunities within the municipality. Protected leaves include Emergency Leave - Declared Emergencies, Reservists Leave, Organ Donor Leave, Family Caregiver Leave, Critical Illness Leave, Child Death Leave, Crime-Related Child Disappearance Leave and Domestic or Sexual Violence Leave. For more information on Protected Leave eligibility and requirements please contact the Municipal Office.

7. Statutory & Public Holidays

The following nine (9) days are recognized as public holidays in the Employment Standards Act, 2000, c 1

- New Years Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day.

In addition to the above the nine (9) public holidays the Municipality of Huron East will grant their employees three (3) additional days off in recognition of:

- Easter Monday
- Civic Holiday
- Remembrance Day.

If any of the above Holidays fall on a Saturday or Sunday, the Monday and/or Tuesday subsequent to the holiday shall be observed as the holiday.

Each employee's public holiday pay for a given public holiday shall be calculated as per current legislation.

Employees who work on a public holiday shall receive one and one half times their regular rate of pay and are entitled to another day off in lieu as agreed to and approved by a Supervisor. If a public holiday

falls on a day that the employee does not normally work, the employee shall receive an additional day off, subject to the approval of their Manager/Supervisor.

8. Vacation Entitlement

The Municipality of Huron East provides paid vacation time to full-time continuous employees in accordance to the following schedule, based on the employees' years of continuous service. The vacation year is a calendar year which means vacation is accrued and administered from January 1st to December 31st.

Years of Service (in the year in which the employee completes)	Vacation Entitlement
0 to 1 year of service	Days are prorated upon hire for each full month of employment
1 to 4 years of service	10 days
5 to 9 years of service	15 days
10 to 14 years of service	20 days
15 or more years of service	25 days

Vacation times are scheduled to maintain the effective delivery of service and departmental operations. All vacation schedules are to be approved by the supervisor of each department. Vacations are to be taken in the year of entitlement, and may only be carried forward with the approval of Council.

All remaining employees with up to five (5) years of continuous service will receive 4% vacation pay in December calculated on their earnings, and 6% vacation pay for remaining employees with over five (5) years of continuous service.

G. HEALTH & SAFETY

1. Workplace Health & Safety

The Council of the Municipality of Huron East is vitally interested in the Health and Safety of its employees. The Municipality of Huron East will take every reasonable precaution to prevent personal injury and provide and maintain a safe, healthy work environment. All Municipality of Huron East employees are covered by the Workplace Safety & Insurance Board. **All** workplace injuries or accidents, regardless of how minor an injury or accident may seem, must be reported immediately to your supervisor, or the Municipal Office. If an employee seeks medical treatment from a physician or is absent or leaves work as a result of a workplace injury or accident, a Form 7 will be completed by the Municipality of Huron East within three (3) days of the injury. This is the only means of establishing your right to Worker Insurance Benefit whether for wages or medical care. The employee should advise the Municipality as soon as possible if medical treatment is sought. Further information regarding worker benefits can be found at the WSIB website: <https://www.wsib.ca/en>

Please refer to Appendix D to read the Full Health & Safety Policy (pg 41-45).

2. Workplace Violence & Harassment

The Municipality of Huron East is committed to providing a working environment which is safe, secure, and free from harassment, threats, intimidation and violence. The Municipality will not tolerate violent behaviour and will take all reasonable and practical measures to prevent violence and harassment and to protect workers from acts of violence and harassment in the workplace. All employees and others engaged in business with Huron East are responsible for preventing violence and harassment and reporting acts of violence or harassment that threaten or are perceived to threaten a safe working environment. The Municipality will make every reasonable effort to ensure that no employee is exposed to violence or harassment in the workplace and will take appropriate disciplinary measures against any employee of Huron East committing violence against or harassing another employee up to and including dismissal. All employees and others engaged in business with the Municipality are responsible for promptly reporting any incidents that they believe to constitute violence or harassment. All reported incidents will be taken seriously and dealt with appropriately. Harassment is in no way to be construed

as properly discharged management responsibilities including the delegation of work assignments, the assessment of discipline or any conduct that does not undermine the dignity of the individual. Please refer to Appendix E to read the full Workplace Violence & Harassment Policy (pg 46-51).

3. Council & Staff Relations Policy

The Municipality of Huron East strives to provide good governance and instill a high level of public confidence in the administration of the Municipality by its Members as duly elected public representatives and its Staff as public administrators. This policy is intended to set a high standard for relations between Council and Staff in order to meet these objectives.

The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:

- Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Municipality;
- Members and Staff shall relate to one another in a respectful, professional and courteous manner;
- Members and Staff shall understand and respect each other's respective roles and responsibilities; and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

Refer to Appendix F to read the full Council & Staff Relationship Policy (pg 52-56).

4. Employee Complaint & Grievance Policy

The Municipality of Huron East supports and promotes a respectful work environment for all employees.

If workplace conflict occurs, employees are encouraged to work informally with their colleagues and supervisor to resolve the issues involved. If informal resolution is not successful

Employees' have access to a formal complaint process.

The formal workplace conflict complaint process is designed to resolve problems, issues or complaints that cannot be resolved informally through working with the appropriate supervisor(s).

Please refer to Appendix G to read the full Employee Complaint & Grievance Policy (pg 57-58).

5. Smoking Policy

Under the Smoke-Free Ontario Act, 2017, smoking and vaping is prohibited in all enclosed public places and workplaces.

Any employee who fails to comply with the Smoke-Free Ontario Act, 2017 will be subject disciplinary action in accordance with the Municipality of Huron East Progressive Discipline Policy (pg 37-40).

6. Cell Phone Policy

The ban on the use of handheld communication and entertainment devices came into effect on October 26, 2009 in the form of Bill 118, The Countering Distracted Driving and Promoting Green Transportation Act.

For any employee who fails to comply with Bill 118 disciplinary action will be taken in accordance with the Municipality of Huron East Progressive Discipline Policy (pg 37-40).

7. Substance Use Policy

The Municipality of Huron East is committed to the health and safety of its employees and has adopted a policy to communicate its expectations and guidelines surrounding substance use, misuse, and abuse. Employees under the influence of drugs or alcohol can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a safe and healthy workplace Huron East reserves the right to prohibit certain items and substances from being brought on to or present on Municipal property. Please refer to Appendix H to read the full Substance Use Policy (pg 59-63).

H. TRAINING & DEVELOPMENT

1. Professional Development

The Municipality of Huron East recognizes that employees may be able to attend conferences, courses,

seminars, and workshops that may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are approved by a Supervisor, the Municipality will cover the cost of registration, course materials and some travel expenses. Registration fees for seminars, conferences and workshops may be covered up front, with incurred travel expenses being reimbursed. All fees for courses and course materials taken by an employee and approved by the Municipality will be reimbursed to the employee upon evidence of successful completion. If an employee has been unsuccessful in completing a course prepaid by Huron East the employee will reimburse the costs of the course to the Municipality.

2. Performance Evaluations

Performance evaluations will be conducted by supervisors for each employee on an annual basis. Performance evaluations provide an opportunity for the employer and employee to review the performance of the employee throughout the year and to identify and recommend any professional development opportunities that may aid the employee in his/her day to day work or with growth within the Municipality. Once complete, both parties shall sign off on the final document and it shall be added to the employees personnel file.

3. Employee Long Service Recognition

The Municipality of Huron East acknowledges that loyal and committed employees are the basis of our organization. In recognition of their contribution, The Municipality of Huron East would like to express its gratitude by honouring major milestones in an employee's service.

Long Service Awards will be presented to full and permanent part time employees after completing 5 years of employment as follows:

- 5 years – set of 2 glasses etched with Huron East logo and \$25 gift voucher to a local business
- 10 years – set of 4 tumbler glasses etched with Huron east logo and \$50 gift voucher to local business

- 15 years - \$75 gift voucher to a local business
- 20 years - \$100 gift voucher to a local business
- 25 years - \$125 gift voucher to a local business
- 30 years - \$150 gift voucher to a local business

Years of service recognition will be given by the Mayor or designate at the annual Christmas social event. If the employee is unable to attend, the recognition shall be presented by the Department Head at an appropriate time.

I. TERMINATION

1. Resignation

Should an employee decide to terminate his/her employment with the Municipality of Huron East a letter of resignation must be submitted to his/her Supervisor. The letter of resignation should specify the effective date of resignation and offer an appropriate notice period. For employees with supervisory responsibilities an appropriate notice period will be considered four (4) weeks. All other employees a minimum of two (2) weeks is generally considered appropriate.

2. Retirement

Employees are advised to provide the Municipality of Huron East with as much written notice as possible of their intention to retire to allow for administrative processing and orderly planning. The recommended time frame is a minimum of three (3) months prior to the intended date of retirement.

The Ontario Human Rights Code does not allow for the mandatory retirement of employees at the age of 65. Employees with the Municipality of Huron East may continue in their position past the age of 65 and may only be terminated with just cause.

The Municipality of Huron East will provide a gift of \$15.00 per year of service to a \$450.00 maximum for any retiring employee or Councilor.

3. Discharges

- a) Employees discharged other than outlined in (b) will be given notice or salary in lieu of notice (or other remuneration), as required by the Employment Standards Act.
- b) Dismissal may occur without notice of termination or termination pay if he/she is fired for willful misconduct, disobedience or willful neglect of duty.



MUNICIPALITY OF HURON EAST	
Hiring Policy	
Approved by:	Policy Number:
Date Approved: August 24, 2004	Effective Date:
Reviewed by:	Revision Date:

POLICY STATEMENT:

To ensure that vacant positions are staffed in an equitable, consistent, timely and effective manner.

SECTION 1 – GENERAL POLICY STATEMENT

The Corporation of the Municipality of Huron East recognizes that as a service organization, its effectiveness is determined largely by the quality of the people that comprise its workforce. To this end, an impartial and objective recruitment and selection process best ensures the employment of the best qualified and experienced personnel available.

The Corporation of the Municipality of Huron East is an equal opportunity employer.

It shall be the policy of Council to hire the best candidate available. Preference will be given to residents of the Municipality of Huron East when all other factors are equal. A relative of an existing employee, who is identified as being the best candidate, may be hired if there is no direct on-the-job supervisory link between the parties.

It is also the policy of Council to provide equality of opportunity for employment without discrimination, consistent with the requirements of the Ontario Human Rights Code.

Council will not tolerate acts of favouritism or discrimination in the selection process and elected officials, appointed officers or employees shall not attempt to influence the hiring of any applicant.

HIRING POLICY – FULL TIME STAFF

To facilitate effective recruitment and selection, all hiring’s and hiring processes are to be co-ordinated through the Administrative Department and Personnel Committee. Further, the Administrative Department is responsible for assembling the best qualified and experienced candidates available and for providing professional assistance and counsel to the hiring Department, which unless otherwise specified and subject to the approval of the CAO and Council, is solely responsible for the final hiring decision.

SECTION 2 – PAY EQUITY PROGRAM

The Municipality of Huron East shall comply with all of the requirements of the Province of Ontario's Pay Equity Act and will endeavour to ensure there is internal equity as well.

SECTION 3 – REQUISITION AND RECRUITMENT PROCEDURES

General Provisions:

The Municipality of Huron East WILL NOT favour nor inhibit the hiring of relatives over others. All candidates will be given equal opportunity for employment, based upon qualifications and merit, regardless of relationship to either an employee or an elected official.

For the purpose of this policy statement:

"Relative" is, for the purposes of this policy and in conformity with the Ontario Human Rights Code, deemed to include the spouse, child or parent of an employee or member of Council; this includes step-relationships and in-law relationships as they pertain to the above definition.

Employment will not be allowed where the potential employee would be subject, either directly or indirectly, to the supervisory control of a relative. In cases of promotion or transfers from within the Municipality of Huron East or in situations where related employees may, for any reason come into supervisory relationship, the Municipality may consider alternatives to avoid that relationship.

Recruitment of a relative, other than a supervisor/subordinate relationship, is permissible provided that the Department Head can establish the following:

- i) that standard competition procedures were not circumvented;
- ii) that the applicant is the most qualified;
- iii) that no undue influence was exerted on the recruiting Supervisor; and
- iv) that no potential conflicts or difficulties appear to exist.

Employment Hiring Authority:

The CAO shall have the authority to advise Council on performance and to recommend to Council the appointment, promotion, demotion, suspension, or dismissal of Department Heads.

The CAO shall have the authority to, in consultation with the Department Head, appoint, employ, demote, suspend, and dismiss all other employees of the Corporation within approved staff complement levels, in accordance with the requirements and all applicable employment Legislation.

The CAO shall provide notice of any action to Council on an information basis.

Policy for the Creation of New Full Time Positions:

Vacancies or perspective vacancies for all new full time positions shall be brought to the attention of Council on an information basis only by the CAO, together with a Personnel Requisition Form, Schedule "A" attached hereto, completed by the appropriate Department Head.

Except where the candidate's qualifications clearly do not meet the job criteria, Departments are urged, in the interest of sound employee relations to consider internal candidates prior to and separate from external applicants.

Recruitment from outside of the organization shall normally take place by means of an advertisement in local newspapers and/or via selected certain publications. It may be necessary to advertise in other newspapers or other publications with wider circulation.

Selection of Employee Categories:

The Department Head is responsible for all employees in his/her Department in relation to appointments, evaluations, promotions or dismissals.

The Department Head is responsible to ensure all employees evaluations are completed.

Former Employees:

Former employees of the Municipality of Huron East who have left voluntarily or through no fault of their own and who make application for re-employment will be given consideration. It is Municipal policy not to re-employ those who are discharged for cause. A re-employed person must waive all rights accruing from prior service with the Municipality.

SECTION 4 – RECEPTION AND EVALUATION OF APPLICANTS

Hiring of Department Heads

The Selection Committee shall include members of Council, the CAO and others as deemed appropriate. Short listed applicants for employment will be subject to employment investigations into their education, work background and personal reference checks. Only fully qualified applicants will be considered for employment.

The appointment to a Department Head vacancy will be subject to the approval of Council and the selection procedure is as follows:

1. The Selection Committee would verbally advise the successful candidate of the Selection Committee's recommendation to Council.
2. The Council, in closed session, would decide on the Selection Committee's recommendation.
3. A formal written offer of employment is extended to the successful candidate, and a written acceptance of the offer is received.
4. A By-Law is passed to either establish the position or appoint the successful candidate to the position, or both.

Hiring of All Other Staff

The appointment process for all other senior staff and other full time employees is subject to the approval of the Department Head, the CAO and the Personnel Committee. The Selection Committee shall include the Department Head and others as deemed appropriate for the vacancy being filled.

Items, which will be reviewed during the screening and short listing process, include:

1. Written application and resume.
2. Preliminary interview using the most recent job description, job posting and discussion of all facets of the position.
3. Previous performance review.
4. Verification of references.
5. Testing procedures where necessary.
6. Pre-employment health examination to determine physical fitness for employment.

SECTION 5 – HIRING OF CASUALS

The Corporation currently hires Casual employees to perform office type work and other Casuals to perform labour type work for the Public Works and Recreation/Parks Departments.

Hiring of Public Works and Recreation/Parks Casuals

The Recreation/Parks and Public Works Casuals are normally employed for 40 hours per week for seasonal work. Historically, Public Works Department management hired its own Casuals and Recreation/Parks Department management hired its own Casuals. This was the process due to the different skills required for each Department.

As the Recreation/Parks and Public Works Casuals have become a pool for full time employees, and given a Recreation/Parks Casual may want to be considered for full time employment opportunities in Public Works, and a Public Works Casual may want to be considered for full time opportunities in Recreation/Parks, the Corporation has adopted the following procedure with regard to the hiring of Recreation/Parks and Public Works Casuals.

A Selection Committee consisting of one Senior Management representative from each of the Recreation/Parks and Public Works departments shall interview Casual candidates with an emphasis on the principle that the candidate could potentially end up applying for a full time position in either Recreation/Parks or Public Works and therefore any Casual hired should have the basic skill sets so he/she could be hired full time in either Department.

Part time Casual staff is defined as working for the municipality less than two consecutive weeks or less than 12 hours per week. A Department Head will have responsibility to hire casual staff without approval from Council. Casual staff is not required to have police checks carried out.

SECTION 6 – PUBLIC WORKS

The following apply to employment in the Public Works Department:

- a) all prospective employees are required to obtain and provide a Ministry of Transportation of Ontario Driver's Abstract after a verbal offer of employment is made and before a written offer of employment is made.
- b) any costs associated with obtaining a Driver's Abstract are the sole responsibility of the prospective employee;
- c) a written offer of employment is conditional upon acceptable results of the Driver's Abstract;
- d) all employees of the Public Works Department must hold a valid Ontario Driver's License in the class/classes required for the responsibilities of their position; and
- e) any costs associated with obtaining or renewing an employee's Driver's License are the sole responsibility of the employee.

SECTION 7 – CRIMINAL RECORD CHECKS

The following apply to criminal record checks for all prospective full time employees:

- a) after a verbal offer of employment is made but before a written offer of employment is made, all prospective full time employees are required to obtain and provide a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence;

- b) any costs associated with obtaining a criminal record check/police record check are the sole responsibility of the prospective full time employee; and
- c) the written offer of employment is conditional upon successful completion of a criminal record check/police record check.

SECTION 8 – MEDICAL CERTIFICATION

The following apply to medical certification for prospective full time employees:

- a) following the verbal offer of employment, but as a condition of the written offer of employment, each prospective full time employee must do the following:
 - i) certify that, in his/her view, he/she is physically able to perform the essential duties of the position; and
 - ii) obtain and provide certification from a legally licensed physician that the prospective employee is physically able to perform the essential duties of the position. (APPENDIX A);
- b) the attached medical certificate is forwarded to the prospective employee with a description of the physical requirements of the position;
- c) the certificate is completed by a legally licensed physician of the prospective employee's choice; it is then returned to the CAO prior to the reporting date;
- d) if the Supervisor requires the prospective employee's services before a doctor's appointment can be made, it is permissible to submit the certificate within thirty (30) days of the reporting date; and any expenses incurred in complying with these requirements are the sole responsibility of the prospective employee.



MUNICIPALITY OF HURON EAST Attendance & Absenteeism Policy	
Approved by:	Policy Number:
Date Approved:	Effective Date:
Reviewed by:	Revision Date:

Purpose: The purpose of this policy is to establish for each employee, including management, the requirements that they will work all scheduled hours as deemed necessary by their position. The Municipality of Huron East places a high value on attendance and punctuality, and expects all employees to arrive at work at the scheduled time of day on each work day. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of The Municipality of Huron East and its business operations and are a condition of continued employment

The Municipality of Huron East sets a reasonable expectation that employees regularly perform the functions of their job in line with their employment contract. In many cases, the functions of the job require an employee to be present at a specific location and time of day while engaged actively in the functions of the job. Failure of an employee to be present where and when expected could disrupt the organization.

The Municipality of Huron East is committed to working with employees who require accommodation under the protected grounds of the governing human rights legislation, or who have an illness, injury, or other condition beyond their control that causes them to miss work or prevents them from attending work regularly.

Excessive absenteeism will not be tolerated and may be cause for disciplinary action, up to and including termination. This policy defines absenteeism at The Municipality of Huron East, outlines the process for correcting unacceptable attendance behavior, and ensures that absenteeism is managed consistently and fairly.

Definitions:

Culpable (Blameworthy) Absenteeism: Absence from work due to factors within the employees control: for example' where an employee fails to provide notice of their absence, a falsified illness, an abuse of leave provisions, or arriving late or leaving early without notification or excuse.

Non-culpable (Innocent) Absenteeism: Absence from work due to factors an employee has little or no control over: for example, illness, injury, attending a medical appointment, or attending an emergency or urgent matter.

Approved Absence : Any workplace absence where the employee is entitled to leave based on applicable legislation or company policy, and has manager approval for the leave: for example, vacation, jury duty, bereavement, or parental leaves.

Responsibility:

Attendance

- Each employee is responsible for notifying their supervisor of absences for each day when an absence occurs, regardless of cause. Each employee is also responsible for reporting when they are likely to return to work. Absences without excuse will not be tolerated and are subject to progressive disciplinary action.
- An employee who does not intend to report to work because of illness (or any other reason) must notify their immediate supervisor, either by telephone or email message, within 30 minutes of the employees regularly scheduled starting time. Failure to provide the required notification of any absence whatsoever may result in disciplinary action.
- Each employee is responsible for checking in with their immediate supervisor at least 30 minutes prior to the start of their scheduled shift if they are going to be late. In the event that an employee is going to be late for a scheduled shift due to an appointment, the employee must receive approval by their immediate supervisor a minimum of 24 hours prior to their shift. In the case of an emergency, the employee must notify their direct supervisor as soon as possible of their lateness.
- In the event that an employee needs to leave early from a scheduled shift, they must get approval from their direct supervisor at least 24 hours in advance of their shift. In the case of an emergency situation, an employee must notify their direct supervisor immediately and obtain approval prior to leaving early from a scheduled shift.
- Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours, abuse of established sick leave benefits, or tardiness. Early departures during scheduled working hours are considered excessive if they exceed five (5) per calendar year, regardless of cause. Violations of this nature may be subject to disciplinary action.
- If an employee fails to report to work and does not communicate with the Municipality during their absence, The Municipality of Huron East may deem that the employee has abandoned their position.
- Any employee who has consistent unexcused absence after an authorized leave may be considered as having abandoned and resigned their position.

Tracking

The Municipality of Huron East will track and record all absences, including absences with and without prior permission and both culpable and non-culpable absences. Tracking will include the absences, time and date of absence, reasons if any and, where appropriate and legally permitted, supporting information like a doctors' note. These absences will include full-day and partial-day absences, including arriving late or leaving early without permission.

Notice

The Municipality of Huron East has taken steps to ensure that all employees are informed of and understand that attendance at work in a time and place expected by the Municipality, unless explicitly stated otherwise, is a requirement of the job and failure to comply may result in discipline. This includes missing an entire day or part of a day, such as arriving late, leaving without notice or permission during a shift, or leaving early. This applies if an employee works as a virtual employee or in offsite or multiple-worksite locations.

Employees are expected to provide notice of an absence as soon as possible before or, in the case of emergencies, after any absence.

Procedure:

The following events will trigger the employee's supervisor to set an attendance review meeting:

- In the case of culpable absence; or
- When the number of non-culpable absences approaches the acceptable number of occasions.

The attendance review will include a review of the number of and reasons for absences and address any need for accommodation. In determining the reasons for the absences, The Municipality of Huron East will work with the employee and their physician when necessary, to determine any reasonable accommodations for the needs under protected grounds of discrimination, as per the governing human rights legislation. The Municipality will offer accommodation up to the point of undue hardship.

Addressing Culpable or Blameworthy Absenteeism

If the Municipality determines that an employee's unacceptable absence is the result of one or more culpable absences, the situation may be treated as a disciplinary matter subject to the progressive discipline policy.

Addressing Non-Culpable or Innocent Absenteeism

If the Municipality determines that an employee's acceptable absence is the result of non-culpable absences, the situation will be treated as a non-disciplinary matter, and the Municipality will provide as much support as possible to the employee, subject to the procedure below.

Please note that while the Municipality will make every reasonable effort to work with the employee to address innocent absenteeism issues, where the Municipality determines that the absenteeism rate is excessive and creates a situation where the employee is unable to perform the job duties for which they were hired, the Municipality of Huron East may be forced to terminate the employment relationship due to frustration of contract.

The Municipality of Huron East shall meet its responsibility to reasonably accommodate employees with medically documented disability, and will create appropriate return – to – work programs that take non-culpable absenteeism into account.

Steps to Address Absenteeism

It is the responsibility of all departments and supervisors to ensure the consistent application of this attendance & absenteeism policy. In conducting an attendance review, the supervisor will first determine whether the absences are culpable or non-culpable and the applicability of disciplinary and non-disciplinary measures. Supervisors hold responsibility for managing attendance in their respective areas, and shall ensure that appropriate documentation is collected and filed. Supervisors will communicate the requirements for attendance, maintain attendance records, and provide appropriate assistance to employees participating in the Municipality of Huron East return-to-work program.

Initial Meeting:

If at any point an employee's absenteeism exceeds the acceptable number of absences, the supervisor will schedule a meeting to:

- Set the tone that this initial meeting is non-disciplinary in nature;
- Notify the employee of the Municipality's concerns regarding their attendance;
- Explain the effect of absences on work operations;
- Review the attendance and absenteeism policy;
- Offer the employee an opportunity to explain the pattern of absences;
- Set expectations for improved attendance;
- Advise the employee that a record of the session will be made; and
- Identify resources available to help the employee.

If during the initial meeting the employee indicates that the absences are the component of an illness, injury, physical or mental disability, religion, or due to family status or sex, including pregnancy, the Municipality will work with the employee to confirm their needs and devise acceptable accommodations.

If the employee is unable or unwilling to participate in this meeting, an informal letter will be sent to the employee outlining the concerns of the Municipality regarding the absenteeism. No mention of discipline will be included in this letter.

Formal Meeting One:

If the employee continues to exceed the acceptable level of absenteeism in the next 3 months, the Municipality of Huron East shall hold a formal meeting with the employee to discuss the issue, and will provide them with appropriate documentation of the meeting, usually a formal letter.

The meeting shall:

- Notify the employee about the attendance issue;
- Explain why their attendance is important;
- Outline the effect on the Municipality due to absence;
- Detail the expectations for improvement;
- Determine any causes for and rationale behind the attendance issues;
- Offer the employee an opportunity to explain the absences;
- Identify resources available to support the employee; and
- Detail a course of action for improving the attendance issue.

Formal Meeting Two:

Following the first formal meeting, if the employee continues to exceed the acceptable rate of absenteeism in the next 3 months, the Municipality of Huron East shall hold a second formal meeting with the employee to discuss the issue, and will provide them with appropriate documentation of the meeting, usually in the form of a formal letter. The second meeting is similar to the first, but the tone is more urgent.

The meeting shall:

- Notify the employee that the attendance is of concern, causing a problem, and unacceptable;
- Outline the effect on the Municipality due to absence;
- Detail the expectations for improvement;
- Offer the employee an opportunity to explain the absences;
- Identify resources available to support the employee; and
- Detail a course of action for improving the attendance issue.

This meeting must inform the employee that where the attendance fails to improve, The Municipality of Huron East may be required to implement appropriate levels of disciplinary action, transfer, demote, or deny promotion of the employee.

Formal Meeting Three, Final Warning:

Following the second formal meeting, if the employee continues to exceed the acceptable rate of absenteeism in the next 3 months, The Municipality of Huron East shall hold a third formal meeting with the employee to discuss the issue, and will provide them with appropriate documentation of the meeting. This meeting will include another supervisor or the CAO and stress the urgency of the matter.

The meeting shall:

- Remind the employee of the points in the previous meetings;
- Indicate that this is the third and final meeting and that failure to improve attendance within the timeframe may have consequences that could include termination;
- Offer the employee an opportunity to explain the absences;
- Identify resources available to support the employee; and
- Detail a course of action for improving the attendance issue.

Failure to Improve Unacceptable Attendance Behaviours

Following the third formal meeting, if the employee continues to exceed the acceptable level of absenteeism in the next 3 months, the Municipality of Huron East may determine the case for continued employment or termination of employment based on input from the supervisor, CAO, and legal counsel (where appropriate). Termination of employment may occur where acceptable absenteeism levels are exceeded, accommodation if appropriate has been provided, progressive discipline if appropriate has been provided, or the contract of employment has been frustrated.

The Municipality of Huron East shall ensure the following conditions are met before any dismissal of an employee for non-culpable absences:

- A culminating absence must occur, where a recent absence requires a review of the employee's attendance record and employment with the company;
- The Municipality of Huron East has determined that the employee has a history of absenteeism that exceeds acceptable levels;
- It has been determined that the employee is unlikely to or cannot improve their attendance; and
- The Municipality of Huron East has previously notified the employee with documentation stating that further absences could result in their termination.

Improved Attendance

If an employee displays improved attendance and the improvement continues for 6 months, the review process will be considered closed, and the employee will be informed of their success in meeting the company expectations. If the employee again displays attendance issues following the successful completion of the review board, the process shall begin again.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Attendance & Absenteeism Policy of the Municipality of Huron East. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



MUNICIPALITY OF HURON EAST
Progressive Discipline Policy

Approved by:	Policy Number:
Date Approved:	Effective Date:
Reviewed by:	Revision Date:

Purpose: The Municipality of Huron East uses progressive discipline to address performance, conduct, and policy violation issues. Progressive discipline allows employees to correct any issues or concerns and reduces the need for termination of employment. The Municipality of Huron East strives to work with employees regarding any issues in the workplace but also needs to hold employees to a high standard of performance and conduct. Therefore, a progressive, multi-step disciplinary process has been implemented.

Procedure: If an employee of The Municipality of Huron East violates company policy or exhibits reckless behavior, the defined system of progressive discipline will be used.

Progressive discipline can be issued for attendance, conduct, health and safety, or performance concerns. This is not an exhaustive list of reasons it may be used.

Employees will be given multiple opportunities to correct the identified issue or concern, unless the issue or concern is severe, in which case progressive discipline can be accelerated to match the violation. Typically progressive discipline proceeds through these steps:

1. Coaching (informal);
2. Verbal warning (formal);
3. First written warning (formal);
4. Final written warning with possible suspension (formal); and
5. Termination

With each violation or apparent problem, the employee will be provided with a written document to alert them of the problem and, if applicable, provide a copy of the policy being violated; advise them of the consequences for further infractions; and suggest a method for improvement.

Informal Coaching

Before giving a formal verbal warning, The Municipality of Huron East may provide employees with informal coaching. Informal coaching is a documented process that offers the employee an opportunity to correct an issue before starting the formal discipline process and receiving a verbal warning. Informal coaching is not disciplinary and is meant to provide guidance to the employee. Depending on the nature of the issue or concern, this step may be skipped.

Formal Warnings

All formal warnings will be kept on file for eighteen (18) months. If no further discipline occurs within the time period, the warning will become inactive. If further offences relating to the issue occur, the warning will be attached to the next set of progressive disciplinary actions. Degrees of discipline will be used in relation to the problem at hand. As the situation dictates, based on the past performance of the employee and the seriousness of the violation, The Municipality of Huron East reserves the right to skip the four-step disciplinary process and move straight to termination when necessary.

Investigation and Documentation

All alleged violations will be properly investigated and documented by a Supervisor and/or the CAO. All formal measures taken within the progressive discipline process will be documented and kept in the employee's personnel file.

Suspension

During the final written warning, an employee may be suspended or put on review. Employees put on suspension will be excluded, with pay, from the workplace for a period of one to three days, depending on the violation. Typically suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties. The purpose of the suspension will be to provide the employee time to reflect on their actions as well as their continued employment with The Municipality of Huron East.

Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment with The Municipality of Huron East may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken, or immediately following a severe violation.

Appeals

If any employee feels they have been wrongfully accused, or disciplined, they may file a written appeal to the CAO. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the employee feels the discipline is unwarranted or inappropriate.

The CAO shall review and respond to all written appeals within ten (10) business days.

Suspension Pending Investigation

If an employee of The Municipality of Huron East is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation, and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow The Municipality of Huron East the time to examine the issues thoroughly and to determine appropriate action. If the investigation is not completed during the stated timeline, The Municipality of Huron East reserves the right to extend the suspension as necessary.

During the investigation, The Municipality of Huron East will provide the suspended employee with the details of the allegations and give them an opportunity to respond. The suspended employee must ensure that they are available for interviews during this period. If the suspended employee fails to make them self available, The Municipality of Huron East will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation or a Municipality of Huron East staff representative present at any such interview, and will be given a minimum of twenty-four (24) hours' notice before any interview.

As the suspended employee will be suspended with full pay, they are expected to be available for interviews and requests from the Municipality of Huron East during the employees' regular working hours. If the employee wishes to take time off or leave from work during the paid suspension, the employee must follow standard procedure.

Any Municipality of Huron East employee placed on suspension with pay must temporarily turn over their work keys, company identification and company credit cards. Any and all company property, business information, and confidential information are to remain at the worksite. If any employee placed on suspension with pay maintains any files or equipment at their residence which are the property of The Municipality of Huron East, they must turn these items over to a company representative until the investigation is completed.

Municipality of Huron East employees placed on suspension with pay should not have contact with anyone from the Municipality other than their designated point of contact.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Progressive Discipline Policy of the Municipality of Huron East. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



<p style="text-align: center;">MUNICIPALITY OF HURON EAST</p> <p style="text-align: center;">HEALTH AND SAFETY POLICY</p> <p style="text-align: center;">POLICY 1.06</p>
<p>APPROVED BY: Huron East Municipal Council</p>
<p>DATE APPROVED: July 22nd, 2014</p>

POLICY

Application:

This policy applies to all members of Huron East Council, employees, volunteers, students, and any other person or business that is hired by the Municipality of Huron East.

Objective:

The Council of the Municipality of Huron East is vitally interested in the health and safety of its employees. Protection of employees against injury or occupational disease is a major continuing objective. The Municipality of Huron East will take every reasonable precaution to prevent personal injury and provide and maintain a safe, healthy work environment.

The elimination of hazards to personnel and property shall be the prime consideration when planning any work activity.

All practical steps shall be taken to ensure that the work environment and work procedures comply with Federal and Provincial Legislation, and the Municipality of Huron East regulations, pertaining to health and safety of the employees.

Principles:

- Every employee has the right to work in a healthy and safe environment.
- Employees are encouraged to be actively involved in maintaining a healthy and safe environment.
- Cooperation between the employer and the employees is desirable in developing and maintaining healthy and safe workplaces.
- The prevention of accidents, injury and occupational illness should be an integral

- part of every job activity.
- An internal responsibility system recognizing the roles of every workplace participant—from employee to supervisor to employer and owner—is the key to an effective health and safety program.

Mandatory Requirements:

- This policy must be posted at all Huron East workplace buildings.
- A Joint Health & Safety Committee is required for any workplace that regularly employs 20 or more workers. Where there are fewer than 50 workers the committee must have at least 2 members. If 50 or more workers are regularly employed, the Committee must have a least 4 members. As a general guide all areas of a workplace should be represented, 1 worker and 1 management member must be certified and the Committee must have at least 50% representing the worker.
- Reasonable provision for the prevention of accidents, and the promotion of safety and health of all employees, must be made in compliance with the Occupational Health and Safety Act and other relevant legislation setting out minimum requirements for ensuring worker's health and safety. The need to supplement these minimum requirements, in light of specific workplace situations, must be determined.
- Occupational health and safety programs specific to all Department's operational needs must be developed, applied and communicated to all employees.
- Managers, supervisors and employees must receive information and training on safe work practices and their duties and responsibilities under applicable legislation.

Responsibilities of Municipal and other Elected Officials:

Under Section 32 of the Occupational Health and Safety Act, every Director and Officer of a corporation shall take all reasonable care to ensure that the Corporation complies with,

- (a) the Act and regulations;
- (b) orders and requirements of Inspectors and Directors; and order of the
- (c) Minister. "R.S.O 1990, C.OI.S.32

In keeping with the above, the Municipality of Huron East undertakes to carry out the following:

1. To provide a safe and healthy working environment.
2. To establish an effective internal responsibility system, whereby everyone clearly understands their responsibilities regarding the occupational health and safety of workers.
3. To provide ongoing training to heighten employee awareness of known safety hazards and maintain job skills and knowledge.
4. To develop and maintain open communication between all levels in each department and to encourage employee participation in the Municipalities Safety Programs.
5. To involve all employees in safety through an effective Joint Health and Safety Committee accessible to all employees.
6. To periodically review the Municipalities Health and Safety Policy and to maintain safety performance.
7. To ensure compliance with applicable Federal, Provincial and Municipal safety legislation.

Responsibilities of Management

Managers are responsible for administration, direction and implementation of safety policies to ensure a safe working environment. Their direct involvement and commitment to safety will determine health and safety success or failure.

Managers must:

1. Ensure the safety guidelines are developed, maintained, followed and kept up to date.
2. Ensure your department complies with Provincial, Federal and Municipal safety legislation.
3. Consult with all levels of the organization to ensure that safety programs and training are effective and make changes as required.
4. Make the safety committee aware of safety reports, audits and hazards that they may be aware of, to fulfill the obligations of the internal responsibility system.

5. Review training reports to ensure training is meeting the needs of the safety requirements.
6. Ensure that workplace inspection reports are reviewed and any infractions are dealt with in a timely manner.
7. Determine health and safety goals of your department and report yearly results to the CAO/Clerk.

Responsibilities of Supervisors

Supervisors are responsible for implementing the Occupational Health and Safety Program in the work areas under their supervision.

Their own safety attitudes and actions are important to setting the safe climate of the organization and their job performance will be measured against their efforts in achieving the municipalities safety goals.

All safety complaints/recommendations must be processed in keeping with Municipal policy without undo delay,

Supervisors must:

1. Ensure Provincial, Federal and Municipal legislation is implemented and complied with in areas of responsibility.
2. Ensure the municipalities safety policy and programs are posted in a conspicuous place in their work areas and obtain and post new copies of the policy and programs as required.
3. Document and investigate all reported accidents and take appropriate corrective action within their authority to prevent a recurrence.
4. Ensure all employees under their supervision receive adequate training in health and safety legislation, safe work policies, operational guidelines and proper/safe use of vehicles and equipment.
5. Inspect their workplaces to correct safety hazards within their authority and to make other hazards that they can't correct known to the appropriate level of management above them.

Responsibilities of all Employees

Employees are responsible for maintaining a reasonable working knowledge of the requirements of the Occupational Health & Safety Act. They are also responsible for maintaining a reasonable working knowledge of health and safety hazards in the workplace and preventive measures to be taken for their own protection.

Workers must:

1. Comply with all procedures and requirements of the Occupational Health and Safety Act, Highway Traffic Act and other applicable safety legislation.
2. Report all hazardous conditions which you can not immediately correct to your immediate supervisor, and failing to satisfactory resolve in your opinion, to a member of the Joint Health and Safety Committee.
3. Perform work with a safety first attitude.
4. Promptly report all accidents of injuries (no matter how minor they may first appear) to your supervisor.
5. Not work or operate any equipment that may endanger the safety of yourself or others.
6. Not to engage in pranks or feats of strength that may endanger themselves or others.
7. Wear and care for, as instructed, protective clothing/equipment provided by the Municipality.

Note: All outside contractors will be required to comply with Federal, Provincial, and Huron East's safety regulations when working on Municipal property.



MUNICIPALITY OF HURON EAST WORKPLACE VIOLENCE AND HARASSMENT POLICY POLICY 1.18
APPROVED BY: Huron East Municipal Council
DATE APPROVED: July 22 nd , 2014
REVIEWED BY HEALTH & SAFETY COMMITTEE: June 12, 2014

STATEMENT:

The Municipality of Huron East is committed to providing a working environment which is safe, secure, and free from harassment, threats, intimidation and violence. The Municipality will not tolerate violent behaviour and will take all reasonable and practical measures to prevent violence and harassment and to protect workers from acts of violence and harassment in the workplace. All employees and others engaged in business with Huron East are responsible for preventing violence and harassment and reporting acts of violence or harassment that threaten or are perceived to threaten a safe working environment. The Municipality will make every reasonable effort to ensure that no employee is exposed to violence or harassment in the workplace and will take appropriate disciplinary measures against any employee of Huron East committing violence against or harassing another employee up to and including dismissal. All employees and others engaged in business with the Municipality are responsible for promptly reporting any incidents that they believe to constitute violence or harassment. All reported incidents will be taken seriously and dealt with appropriately. Harassment is in no way to be construed as properly discharged management responsibilities including the delegation of work assignments, the assessment of discipline or any conduct that does not undermine the dignity of the individual. Neither is this policy meant to inhibit free speech or interfere with normal social relations.

APPLICATION:

This policy applies to all members of Huron East Council, employees, volunteers, students, clients, visitors and any other persons engaged in business with the Municipality. This policy is applicable at all workplace settings and at work-related business and social events that take place off-site. The Workplace Violence/Harassment Report Form will be used to record and report incidents or threats of violence or harassment.

DEFINITIONS:

For the purpose of this policy:

“Workplace Violence” means (a) the exercise of physical force by a person against a worker in a workplace that causes, or could cause, physical injury to the worker; and/or (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

“Workplace Harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

PROCEDURES:

A. Reporting Procedures

All employees who observe or become aware of an incident of harassment or a potentially dangerous situation, will immediately notify their manager or an alternate manager. Employees should also notify their manager if a restraining order is in effect or if a potentially violent or harassing non-work related situation exists that could result in violence or harassment in the workplace. A workplace violence/harassment reporting form should be filled out and given to your supervisor or manager. If the complaint involves your supervisor or manager the report should be given to your Joint Health and Safety Representative.

B. Investigation

All reports of workplace violence or harassment will be taken seriously and will be investigated promptly and thoroughly. All parties involved in a report of workplace violence or harassment will be interviewed. Potentially dangerous situations and precautionary measures will be communicated to workers who are potentially affected.

C. Confidentiality

To the extent practical, the Municipality will maintain the confidentiality of the reporting employee and of the investigation. The results of the investigation will be shared only with those who are responsible for taking corrective action/discipline.

D. Reporting to Police

All physical assaults will be reported to the police, as will any behaviour or threat of violence or harassment requiring police intervention or follow-up.

E. Intervention

The Municipality will intervene as appropriate at any indication of a potentially violent or harassing situation. In the event that an employee is considered to be at risk of violence or harassment because of the nature of his/her job or because of threats from outside the workplace, a plan will be developed to minimize the risk and respond to any potential emergency situation.

Should the Municipality become aware of an incident of or potential incident of domestic violence, it will take every precaution reasonable in the circumstances to protect the worker.

F. No Reprisal

The Municipality will not tolerate any reprisal against an individual who, acting in good faith, reports workplace violence or harassment or acts as a witness. Reprisals or threats of reprisals are considered a serious violation of an employee’s rights, and will be dealt with accordingly. The employer shall not discharge, suspend, intimidate or impose any other penalty on, or otherwise discriminate against a person, because that person has made a complaint or given evidence or assisted in any way in the investigation and resolution of a complaint.

G. Corrective Action and Discipline

If the Municipality determines that an employee has engaged in workplace violence or harassment, appropriate corrective action will be taken, up to and including termination. In addition, the

Municipality may require that an employee participate in an anger management program or other form of counselling, either voluntarily or as a condition of continued employment. If the violent or harassing behaviour is that of a non-employee, Huron East will take appropriate action in an effort to ensure that such behaviour is not repeated. However, not every complaint will warrant corrective action. Rather, corrective action will be determined on a case-by-case basis.

RESPONSIBILITIES:

Council of the Municipality of Huron East

- Provide support for this policy through resources, training and education initiatives and appropriate control measures;
- Review all reports and investigations of incidents of workplace violence or harassment in a prompt, objective and sensitive manner. Huron East Council will be represented by the Personnel Committee;
- Take immediate measures to respond appropriately to all reported incidents of workplace violence or harassment or reports or suspicion of domestic violence;
- Facilitate medical attention and appropriate support for individuals directly or indirectly involved;
- Take appropriate corrective and disciplinary action to prevent recurrences.

CAO/Clerk

- Review all reports of workplace violence or harassment and ensure appropriate actions have been taken.

Management/Supervisory Staff

- Ensure awareness, enforcement and compliance with respect to this policy;
- Assess hazards related to the conditions and circumstances of jobs being performed and update assessment as changes occur in job responsibilities and working conditions;
- Consult with staff, the Joint Health and Safety Committee and external authorities on practical steps to minimize or eliminate risks of violence or harassment;
- Respond promptly to all reports of violence, harassment or domestic violence and address immediate threats to worker safety;
- Investigate, document and debrief any incidents of violence or harassment;
- Take all reasonable and practical measures to protect workers, acting in good faith, who report workplace violence or harassment or act as witnesses, from reprisal or further violence;

- Take appropriate corrective action based on the nature of each incident and the actual or potential threat posed to worker safety;
- Contact and consult with police as appropriate;
- Provide information including personal information to a worker about a person with “a history of violent or harassing behaviour” if the worker could be expected to encounter that person in the course of his/her work; and there is a risk of workplace violence or harassment likely to expose the worker to physical or other injury.

Employees

- Have the right to refuse work in various circumstances where health and safety is in danger;
- Not engage in or ignore violent, threatening, intimidating or other disruptive behaviours;
- Promptly report to management any incident of workplace violence or harassment or suspicion of domestic violence which is experienced, witnessed, or known of, or there is reason to believe may occur;
- Participate in and comply with strategies to prevent and reduce risk of workplace violence or harassment;
- Understand and comply with risk management protocols.

Joint Health and Safety Committee

- Provide recommendations to management to reduce or eliminate the risk of violence or harassment;
- Participate in the investigation of workplace violence or harassment cases if required;
- Respond to employee concerns related to workplace violence or harassment; communicate the concerns to management;
- Review the effectiveness of this policy and recommend changes as appropriate.

MUNICIPALITY OF HURON EAST
 WORKPLACE VIOLENCE/HARASSMENT REPORTING FORM



Section A: REPORT DETAILS		
Date:	Report Completed by:	Department:
Section B: WORKER/COMPLAINANT INFORMATION		
Name:		
Department:	Phone	
Section C: ACCUSED INFORMATION		
Name of Accused:		
Department:	Position:	
Relationship between the Complainant and Accused (co-worker, student, member of public):		
Location of Incident:		
Section D: WITNESS INFORMATION (if any)		
Name:	Dept:	Phone #:
Name:	Dept:	Phone #:
Section E: COMPLAINTANT DESCRIPTION OF THE INCIDENT		
Date(s) of Incident:		
Time(s) of Incident:	Location of Incident:	
Complainant's detailed explanation of events in order of sequence:		

Section F: RESOLUTION (To be completed by Manager)

Action(s) taken by Manager:

Resolutions discussed with Complainant/Accused:

Next Steps/Follow up Action Taken:

Managers Name (Please Print):

Signature:

Date:



MUNICIPALITY OF HURON EAST	
Council & Staff Relationship Policy	
Approved by:	Policy Number:
Date Approved:	Effective Date:
Reviewed by:	Revision Date:

1.0 Application & Purpose

- 1.1 This Council and Staff Relationship Policy applies to all Members of the Council of the Municipality of Huron East, including the Mayor, and all members of Staff of the Municipality of Huron East, including the CAO.
- 1.2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1.3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Municipality in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.

2.0 Statement of Principles

- 2.1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Municipality by its Members as duly elected public representatives and its Staff as public administrators.
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:
 - Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Municipality;

- Members and Staff shall relate to one another in a respectful, professional and courteous manner;
- Members and Staff shall understand and respect each other’s respective roles and responsibilities; and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

3.0 Definitions

3.1 The following terms shall have the following meanings in this Policy:

- (a) “Chief Administrative Officer” means the Chief Administrator Officer of the Municipality;
- (b) “Clerk” means the Clerk of the Municipality;
- (c) “Council” means the council for the Municipality;
- (d) “Mayor” means the head of Council;
- (e) “Member” means a Member of Council;
- (f) “Municipality” means The Corporation of the Municipality of Huron East;
- (g) “Policy” means this Council and Staff Relationship Policy; and
- (h) “Staff” means the Chief Administrative Officer and all officers, directors, managers, supervisors and all employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Municipality’s business and interests.

4.0 General Obligations

4.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;

- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the Municipality and always for the collective public interest of the Municipality; and
- (e) act in a manner that enhances public confidence in local government.

Roles and Responsibilities of Members

4.2 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the Municipality and that it comprises a collective decision-making body;
- (b) they are representatives of the entire Municipality;
- (c) Staff serve the whole of Council rather than any individual Member;
- (d) they govern, provide political direction and make decisions as Council;
- (e) they will respect the administrative and managerial chain of command by:
 - (i) directing any questions or concerns in relation to the administration or management of the Municipality to the Mayor or the Chief Administrative Officer for their consideration,
 - (ii) giving direction to Staff only as Council and through the Chief Administrative Officer, and
 - (iii) refraining from becoming involved in the management of Staff;
- (f) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- (g) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;
- (h) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the Chief Administrative Officer;
- (i) whenever possible, they shall notify Staff if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with

courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;

- (j) they shall request advice from the Chief Administrative Officer about the appropriate wording of motions, amendments, and formal directions of Staff;
- (k) they shall request information regarding meeting agendas or minutes from the Chief Administrative Officer;
- (l) as individual Members, they have no greater access to records or information held by the Municipality than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- (m) they shall recognize Staff are not expected to provide information or take action in outside of regular administrative business hours, except in extenuating circumstances;
- (n) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- (o) they shall at all times comply with the Municipality's Code of Conduct for Members of Council; and
- (p) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

5.0 Roles and Responsibilities of Staff

5.1 Staff acknowledge and agree that:

- (a) Council is the collective decision-making and governing body of the Municipality and is ultimately responsible to the electorate for the good governance of the Municipality;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on

professional expertise, research and good judgment in a professional and timely manner;

- (d) they shall serve the whole of Council rather than any individual Member;
- (e) all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;
- (g) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- (h) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (i) they shall diligently and impartially implement Council's decisions;
- (j) they shall notify management or the Chief Administrative Officer, as appropriate, of any issues that may impact the Municipality and of ongoing activities in each department;
- (k) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- (l) they shall refrain from publicly criticizing decisions of Council or Members in relation to their intelligence, integrity, competence or otherwise; and
- (m) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.



MUNICIPALITY OF HURON EAST

Employee Complaint & Grievance Policy

Approved by:	Policy Number:
Date Approved:	Effective Date:
Reviewed by:	Revision Date:

Purpose: In the event of a disagreement or complaint between staff of the Municipality of Huron East, a formal policy is being implemented to provide a means to address the disagreement or complaint.

Policy: Staff of the Municipality of Huron East will have an opportunity to express their disagreement or complaint, in writing, without risk of discipline or reprisal.

Procedure: To initiate the process of this policy, all complaints must be in writing and will follow the following protocols which shall include a written decision acknowledged by all Parties to the complaint.

- a) **Between Employees** – complaint to be reviewed by the Employee’s supervisor and Department Head. The Department Head will advise the parties involved if actions to be taken, if any, including any disciplinary action taken. The Department Head will notify the CAO, in writing of the complaint, and actions taken.
- b) **Between Employees and Department Heads** – complaint to be reviewed by Department Head who will provide a written response to the Employee. The Employee will provide a copy of the complaint and the response from the Department Head to the CAO. The CAO will review the complaint and response and will determine if any further action is necessary and will advise both parties in writing. If either the Employee or Department Head is not satisfied with the response of the CAO, they may request to address the issue with the Huron East Personnel Committee.
- c) **Between Department Heads** – complaints to be filed with the CAO. The CAO will investigate the complaint and will provide a written response to both parties. If the Department Head who filed the complaint is not satisfied with the response of the CAO, the Department Head may request to address the issue with the Huron East Personnel Committee.
- d) **Between Department Heads and the CAO** – complaint to the filed with the Chair of the Huron East Personnel Committee. If the CAO is the Secretary to the Huron East Personnel Committee, the Chair shall request a Department Head not involved in the grievance to serve as Recording Secretary, and the grievance shall be reviewed by the Personnel Committee. The Chair of the Personnel Committee shall

advise the Parties involved of any actions being taken by the Committee, including disciplinary actions, if any.

General : Receipt of complaints will be acknowledged in writing by the relevant Department Head or CAO within three business days. Every effort will be made to address the complaint completely within 15 business days of the complaint or grievance being lodged. If the Department Head responsible for the actions to be taken or the CAO can't address the Parties involved of the actions to be taken, the Department Head or CAO shall notify the Parties involved as to the reasons for the delay and advise the Parties as to the date of the decision. If any of the Parties are not satisfied with the reasons for the delay or the date given for a decision, they shall notify the Chair of the Personnel Committee.



MUNICIPALITY OF HURON EAST

Substance Use Policy

Approved by:	Policy Number:
Date Approved:	Effective Date:
Reviewed by:	Revision Date:

Purpose: The Municipality of Huron East is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and their fellow employees. To help ensure a productive, safe and healthy workplace, The Municipality of Huron East reserves the right to prohibit certain items and substances from being brought on to or present on municipal property.

Definitions:

Drugs: Any substance which can change or adversely affect the way a person thinks or feels, whether obtained legally or illegally. This could include recreational or prescribed substances.

Drug Paraphernalia: Material or equipment used or intended for use in injecting, ingesting, inhaling, or otherwise introducing a drug, illegal or controlled, into the human body.

Medication: Includes a drug obtained legally, either over the counter, or through prescription or authorization issued by a medical practitioner. For this policy, medications of concern are those that inhibit a workers ability to perform their job safely and productively.

Alcohol: Any beverage containing any quantity of alcohol, including beer, wine, and distilled spirits.

Expectations:

The following expectations apply to employees and management alike while conducting work on behalf of The Municipality of Huron East, whether on or off municipal property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard. This implies that employees must not be impaired by alcohol, drugs or medications;
- Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- Use and possession of medically prescribed or authorized drugs is permitted during working hours, subject to the terms and conditions of the municipality's policies and all applicable legislation;
- Employees on medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment ; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

Responsibilities:

The Municipality of Huron East will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse, and abuse;
- Maintain a program of employee health and awareness
- Provide a safe work environment; and
- Review and update this policy regularly

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Perform work safely in accordance with established safe work practices;

- Avoid consumption, possession, sale, or distribution of drugs or alcohol on municipal property and during working hours (even if off municipal property);
- When off duty refuse a request to come to work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to supervisor;
- Seek advice and appropriate treatment, where required;
- Communicate dependency or emerging dependency to management; and
- Follow the after-care program, where established.

Policy Violations:

Should there be reason to believe that an employee's job performance is being negatively affected by alcohol, illegal or prescription drugs, or that this policy is being violated in anyway, The Municipality of Huron East is entitled to inquire as to the nature of the problem and to take appropriate action.

Employees may be subject to disciplinary action up to and including termination of employment for failure to adhere to the provisions of this policy, including but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol or drugs;
- Engaging in illegal activities (for example, selling drugs or alcohol while on municipal premises).

The Municipality of Huron East will differentiate between behavior that is properly characterized as an illness or disability, and behavior that is not. Should an illness or disability be present, The Municipality of Huron East deems to work with the employee towards a goal of rehabilitation and the duty to accommodate under the Human Rights Code.

Suspicion of Impairment

If there is reasonable belief that an employee is impaired at work, if the employee advises they are unfit for duty, or the employee is demonstrating behaviors that indicate they are not fit for duty, the supervisor will instruct the employee to temporarily cease their duties to allow for appropriate assessment. The supervisor may seek another supervisor's opinion to confirm the employee's status, if possible.

The supervisor will consult privately with the employee to determine the cause of the observation, including whether substance use or abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behavior including but not limited to slurred speech, difficulty with

balance, watery or red eyes, or dilated pupils, or if there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.

If an employee is considered impaired and deemed “unfit for duty” this decision is made based on the best judgement of two members of management, if possible, and DOES NOT require a sobriety or laboratory test. The employee may be advised that The Municipality of Huron East has arranged a taxi or alternate transportation to their home or a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a supervisor or another employee if necessary.

An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse The Municipality of Huron East’s organized transportation and decide to drive home the Municipality will be obligated to and will contact the police to make them aware of the situation.

A meeting may be scheduled for the following work day to review the incident and determine a course of action.

Possession at Work

Possession of alcohol, drugs, and drug paraphernalia on municipal property is prohibited. Municipal property encompasses all municipally owned or leased property used by employees, including without limitation parking lots, vehicles, lockers, desks and closets.

Possession of alcohol, drugs and drug paraphernalia is also prohibited while employees are acting on behalf of the Municipality of Huron East off municipal premises. This includes attending events as a municipal representative.

Substance Dependency

The Municipality of Huron East understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The Municipality of Huron East promotes early diagnosis. Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

The Municipality will work with the individual who requests accommodation in an effort to ensure that measures taken are both effective and mutually agreeable, up to the point of undue hardship. Employees are encouraged to communicate any need for accommodation to their immediate supervisor, and to work with them in addressing the concern.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort.

All medical information will be kept confidential by the Municipality of Huron East, unless otherwise authorized by law.

Medical Cannabis

Where an employee uses medical cannabis, it is expected they provide a copy of their medical documentation for use to The Municipality of Huron East and abide by the Municipality's accommodation policy.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Substance Use Policy of the Municipality of Huron East. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



MUNICIPALITY OF HURON EAST Loss of Drivers License	
Approved by:	Policy Number:
Date Approved:	Effective Date:
Reviewed by:	Revision Date:

SCOPE: This policy applies to all employees of the Municipality of Huron East

PURPOSE: To provide a set procedure in the event that an employee loses their license to drive a motor vehicle.

POLICY: Where an employee of the Municipality of Huron East loses their driver’s license, every effort will be made to continue that employee’s employment where appropriate.

PROCEDURE:

An employee may lose their driver’s license because of the conviction for impaired driving, accumulation of demerit points or for health-related reasons. All employees must immediately report any change in the status of their driver’s license to their immediate supervisor. Should an employee lose their driver’s license for any of the above-stated reasons, a special committee (the “Committee”) will assess the impact of the loss and recommend one of the following actions:

- no specific action will be taken if the loss of the driver’s license will not affect the employee’s ability to do their job or where the specific skills of the employee outweigh the inconvenience of having to provide alternative transportation for the employee;
- if the loss of the driver’s license will affect the employee’s ability to do their job, if alternative work is available, the employee’s employment will be temporarily reclassified. The employee will earn the appropriate pay rate for the reclassified position;
- if alternative works is not available, a temporary layoff will result until the driver’s license is retained;
- if a loss of driver’s license is for a second impaired driving offence, termination will occur;
- if convicted of impaired driving while at work, termination will occur on the first offence; and

- where circumstances warrant, any combination of the above options may be imposed by the Committee.

THE COMMITTEE:

- The Committee shall consist of the CAO/Clerk, the employee's Department Head and the employee's immediate supervisor.
- For a department head, the Committee shall comprise the CAO/Clerk and two members of the Council of the Municipality of Huron East.
- The Committee will review its decisions at least every three months. A different option may be recommended after any review.
- All Committee decisions shall be communicated to the employee verbally and in writing.

13-20-1



Deanna Hastie, CPA, CA
Treasurer

RECEIVED

SEP 23 2019

MUNICIPALITY OF HURON EAST

September 19, 2019

Ms Paula Michiels
Finance Manager/Treasurer
Municipality of Huron East
Box 610
Seaforth, Ontario
N0K 1W0

Dear Paula,

Please find enclosed a copy of the audited 2018 financial statements for the Mid-Huron Recycle Centre Board which were approved by the Board on September 18, 2019.

Yours truly,

Deanna Hastie
Treasurer

Town Hall
57 West Street
Goderich, Ontario
Canada N7A 2K5

Tel: 519-524-8344
Fax: 519-524-7209
dhastie@goderich.ca
www.goderich.ca

Mid-Huron Recycle Centre Board
Financial Statements
December 31, 2018



Takalo & Burt

Ronald E. Takalo, B.Math., CPA, CA

Ronald F. Burt, B. Comm., CPA, CA

40 Courthouse Square
Goderich, Ontario
N7A 1M4
Tel: 519-524-2677
Fax: 519-524-7886

INDEPENDENT AUDITORS' REPORT

To the Board Members, Members of Council, Inhabitants
and Ratepayers of the participating Municipalities as listed
in Note 2 to the Financial Statements

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Mid-Huron Recycle Centre Board, which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets and cash flows for the 223 day period then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Mid-Huron Recycle Centre Board as at December 31, 2018, and its financial performance and its cash flows for the 223 day period then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

Those charged with governance are responsible for overseeing the Mid-Huron Recycle Centre Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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



We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

The engagement partner on the audit resulting in this Independent Auditors' Report is Ronald F. Burt.



LICENCED PUBLIC ACCOUNTANTS
CHARTERED PROFESSIONAL ACCOUNTANTS
CHARTERED ACCOUNTANTS

Goderich, Ontario
May 30, 2019

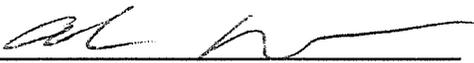


Takalo & Burt

Mid-Huron Recycle Centre Board
Statement of Financial Position
as at December 31, 2018

	2018	2017
FINANCIAL ASSETS		
Cash	\$ 65,973	\$ -
Receivables	<u>22,221</u>	<u>-</u>
	<u>88,194</u>	<u>-</u>
FINANCIAL LIABILITIES		
Payables and accruals	29,985	-
Due to related party (Note 4)	<u>29,138</u>	<u>-</u>
	<u>59,123</u>	<u>-</u>
NET FINANCIAL ASSETS (NET DEBT)	29,071	-
NON-FINANCIAL ASSETS	<u>-</u>	<u>-</u>
ACCUMULATED SURPLUS (Note 6)	\$ <u>29,071</u>	\$ <u>-</u>

ON BEHALF OF THE BOARD:



Sept 18/19
Date



Sept 18/19
Date

The accompanying notes are an integral part of these financial statements.

Mid-Huron Recycle Centre Board
Statement of Operations
For the 223 day period ended December 31, 2018

	<u>2018</u> <u>Budget</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
Revenue			
Tipping fees	\$ 135,040	\$ 183,693	\$ -
Contribution by participating municipalities	69,491	30,000	-
Hazardous waste	25,000	26,236	-
Expense recoveries (Note 4)	15,900	9,133	-
Steel recycling	7,000	6,338	-
Interest	<u>-</u>	<u>939</u>	<u>-</u>
	252,431	256,339	-
Expenditures			
Operating (Schedule A)	<u>252,431</u>	<u>227,268</u>	<u>-</u>
Annual surplus	-	29,071	-
Accumulated surplus, beginning of period (Note 6)	<u>-</u>	<u>-</u>	<u>-</u>
Accumulated surplus, end of period (Note 6)	<u>\$ -</u>	<u>\$ 29,071</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

Mid-Huron Recycle Centre Board
Statement of Changes in Net Surplus
For the 223 day period ended December 31, 2018

	2018 <u>Actual</u>	2017 <u>Actual</u>
Annual surplus	\$ <u>29,071</u>	\$ <u>-</u>
Increase (decrease) in net surplus	29,071	-
Net surplus, beginning of period	<u>-</u>	<u>-</u>
Net surplus, end of period	\$ <u>29,071</u>	\$ <u>-</u>

The accompanying notes are an integral part of these financial statements.

Mid-Huron Recycle Centre Board**Statement of Cash Flows**

For the 223 day period ended December 31, 2018

2018

2017

Operating		
Annual surplus	\$ 29,071	\$ -
Items not involving cash		-
Change in non-cash assets and liabilities		-
Decrease (increase) in receivables	(22,221)	-
Increase (decrease) in payables and accruals	29,985	-
Increase (decrease) in due to related party	<u>29,138</u>	<u>-</u>
Net increase (decrease) in cash from operating activities	65,973	-
Opening cash balance , beginning of period	<u>-</u>	<u>-</u>
Closing cash balance , end of period	<u>\$ 65,973</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

Mid-Huron Recycle Centre Board
Notes to the Financial Statements
December 31, 2018

1. ACCOUNTING POLICIES

The financial statements of the Mid-Huron Recycle Centre Board are the representation of management as prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board. Significant accounting policies adopted by the Board are as follows:

(a) Basis of Accounting

Sources of financing and expenditures are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Financial Assets

Financial assets are resources that can be used to discharge existing liabilities or finance future operations. They include cash, temporary investments, accounts receivable.

Investments are recorded cost. If there has been a loss in value of a portfolio investment that is other than a temporary decline, the investment is written down to recognize the loss. The write-down is recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed if there is a subsequent increase in value.

Accounts receivables are recorded at cost. A valuation allowance is recorded when collection of the receivable is considered doubtful.

Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the government because they can be used to provide government services in future periods. These assets do not normally provide resources to discharge the liabilities of the government unless they are sold.

(b) Revenue Recognition

The Board recognizes revenues as they are earned and measurable;

- i) Tipping Fees are recorded as earned when the site accepts the waste at the Recycle Centre site.
- ii) Investment income is recorded as revenue in the period earned.
- iii) All other revenues are recorded as they become available and measurable and collection is reasonably assured.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and highly liquid investments with original maturity of 90 days or less as at the end of the year.

(d) Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development but excludes interest. Tangible capital assets, except land, are amortized over the estimated useful lives of the assets on a straight-line basis.

Mid-Huron Recycle Centre Board

Notes to the Financial Statements

December 31, 2018

Maintenance and repair costs are recognized as an expense when incurred. Betterments or improvements that significantly increase or prolong the service life or capacity of a tangible capital asset are capitalized. External contributions for acquisition of tangible capital assets are recorded as deferred revenue and amortized on the same basis as the related tangible capital assets.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets at the following amortization rates:

Buildings	25 years
Machinery and equipment	10 to 25 years
Linear	100 years

Annual amortization is charged in the year of acquisition. No amortization is recorded in the year of disposal.

(e) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from the current estimates. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the period in which they become known.

2. PARTICIPATING MUNICIPALITIES

The Mid-Huron Recycle Centre Board was formed on May 22, 2018.

The following are participating municipalities operating pursuant to an agreement dated May 22, 2018:

Town of Goderich
Municipality of Central Huron
Municipality of Huron East

3. TANGIBLE CAPITAL ASSETS

The land on which the Recycling Centre site is located is owned by the Municipality of Central Huron.

4. RELATED PARTY TRANSACTIONS

Administration fees of **\$17,500** were paid to the Town of Goderich which is a participating municipality.

At year end, the Mid-Huron Recycle Centre Board owed **\$27,518** to the Town of Goderich. This amount is unsecured and non-interest bearing.

During the period, the Recycle Centre was paid for payroll in the amount of **\$9,133** from the landfill site board. These costs are recorded as revenue on the Statement of Operations and are offset by the recoverable costs on the Statement of Operating Expenditures.

Mid-Huron Recycle Centre Board
Notes to the Financial Statements
December 31, 2018

At year end, the Recycle Centre Board owed the landfill site board **\$1,620**. This amount is unsecured and non-interest bearing.

These transactions are in the normal course of operation and are measured at the exchange amount which is the amount of consideration established and agreed to by the related parties.

5. AGREEMENT WITH PARTICIPATING MUNICIPALITIES

If in any year, the revenue from tipping fees is insufficient to cover the operating costs and expenses, the participating municipalities are required to make up the deficiency by each party paying their proportionate share as stated in the agreement.

6. ACCUMULATED SURPLUS	<u>2018</u>	<u>2017</u>
Reserves set aside by Board		
Working capital	\$ 19,071	\$ -
Equipment	<u>10,000</u>	<u>-</u>
Total accumulated surplus	<u>\$ 29,071</u>	<u>\$ -</u>

7. EXPENDITURES BY OBJECT	<u>2018</u>	<u>2017</u>
Operating goods and services	\$ 167,467	\$ -
Salaries and benefits	<u>59,801</u>	<u>-</u>
	<u>\$ 227,268</u>	<u>\$ -</u>

8. BUDGET DATA

The unaudited budget figures are presented for comparison purposes as prepared and approved by the Board.

The following reconciles the approved budget to the budget figures reported on these financial statements:

Revenue	
Operating budget	\$ 252,431
Expenditures	
Operating budget	<u>252,431</u>
Annual surplus (deficit)	<u>\$ -</u>

Mid-Huron Recycle Centre Board
Statement of Operating Expenditures
For the 223 period ended December 31, 2018

Schedule A

	<u>2018</u> <u>Budget</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
Salaries and benefits	\$ 55,031	\$ 59,801	\$ -
Refuse transfer	51,750	59,041	-
Recycling	59,000	23,215	-
Board administration (Note 4)	17,500	17,500	-
Equipment maintenance	12,000	17,401	-
Insurance	6,750	13,121	-
Recoverable costs (Note 4)	15,900	9,133	-
Audit and legal	5,500	6,423	-
Site maintenance	1,000	3,806	-
Office and sundry	2,750	3,670	-
Fuel	3,500	2,991	-
Hydro and heating fuel	4,000	2,633	-
Miscellaneous	10,000	2,211	-
Telephone and postage	250	2,029	-
Municipal taxes	2,000	2,000	-
Bank charges and interest	500	1,055	-
Scale maintenance	1,500	661	-
Clothing	500	300	-
Building maintenance	1,500	219	-
Training	250	58	-
Other professional services	<u>1,250</u>	<u>-</u>	<u>-</u>
	<u>\$ 252,431</u>	<u>\$ 227,268</u>	<u>\$ -</u>

13-20-2



Deanna Hastie, CPA, CA
Treasurer

September 19, 2019

Ms Paula Michiels
Finance Manager/Treasurer
Municipality of Huron East
Box 610
Seaforth, Ontario
N0K 1W0

Dear Paula,

Please find enclosed a copy of the audited 2018 financial statements for the Mid-Huron Landfill Site Board which were approved by the Board on September 18, 2019.

Yours truly,

Deanna Hastie
Treasurer

Mid-Huron Landfill Site Board
Financial Statements
December 31, 2018



Takalo & Burt

Ronald E. Takalo, B.Math., CPA, CA

Ronald F. Burt, B. Comm., CPA, CA

40 Courthouse Square
Goderich, Ontario
N7A 1M4
Tel: 519-524-2677
Fax: 519-524-7886

INDEPENDENT AUDITORS' REPORT

To the Board Members, Members of Council, Inhabitants
and Ratepayers of the participating Municipalities as listed
in Note 2 to the Financial Statements

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Mid-Huron Landfill Site Board, which comprise the statement of financial position as at December 31, 2018 and December 31, 2017, and the statements of operations, changes in net debt and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Mid-Huron Landfill Site Board as at December 31, 2018 and December 31, 2017, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

Those charged with governance are responsible for overseeing the Mid-Huron Landfill Site Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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



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

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

The engagement partner on the audit resulting in this Independent Auditors' Report is Ronald F. Burt.



LICENCED PUBLIC ACCOUNTANTS
CHARTERED PROFESSIONAL ACCOUNTANTS
CHARTERED ACCOUNTANTS

Goderich, Ontario
May 30, 2019



Takalo & Burt

Mid-Huron Landfill Site Board
Statement of Financial Position
as at December 31, 2018

2018

2017

FINANCIAL ASSETS

Cash	\$ 1,372,156	\$ 790,964
Investments (Note 3)	4,022,603	5,410,896
Receivables	8,020	49,087
Government remittance receivable	<u>73,123</u>	<u>20,585</u>
	<u>5,475,902</u>	<u>6,271,532</u>

FINANCIAL LIABILITIES

Payables and accruals	103,547	85,998
Due to related parties (Note 6)	1,268	15,164
Closure and post-closure liability (Note 8)	<u>11,087,174</u>	<u>11,433,092</u>
	<u>11,191,989</u>	<u>11,534,254</u>

NET FINANCIAL ASSETS (NET DEBT)

(5,716,087) (5,262,722)

NON-FINANCIAL ASSETS

Tangible capital assets (Note 4)	<u>179,796</u>	<u>228,891</u>
----------------------------------	----------------	----------------

ACCUMULATED DEFICIT (Note 9)

\$ (5,536,291) \$ (5,033,831)

Commitment (Note 5)

Contingent liabilities (Note 8)

ON BEHALF OF THE BOARD:



SEPT 18/19
Date



SEP 18/19
Date

The accompanying notes are an integral part of these financial statements.

Mid-Huron Landfill Site Board
Statement of Operations
Year ended December 31, 2018

	<u>2018</u> <u>Budget</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
Revenue			
Tipping fees	\$ 421,200	\$ 421,484	\$ 924,298
Interest	1,500	75,987	85,307
Municipal contributions	50,000	50,000	707
Expense recoveries	25,700	28,234	51,439
Steel recycling	7,000	17,344	20,138
Loss on disposal of capital assets	<u>-</u>	<u>(17,830)</u>	<u>-</u>
	<u>505,400</u>	<u>575,219</u>	<u>1,081,889</u>
Expenditures			
Operating (Schedule A)	644,435	783,294	995,221
Final cover costs	264,000	640,303	-
Closure and post-closure costs	<u>-</u>	<u>(345,918)</u>	<u>18,464</u>
	<u>908,435</u>	<u>1,077,679</u>	<u>1,013,685</u>
Annual surplus (deficit)	(403,035)	(502,460)	68,204
Accumulated deficit, beginning of year (Note 9)	<u>(5,033,831)</u>	<u>(5,033,831)</u>	<u>(5,102,035)</u>
Accumulated deficit, end of year (Note 9)	<u>\$ (5,436,866)</u>	<u>\$ (5,536,291)</u>	<u>\$ (5,033,831)</u>

The accompanying notes are an integral part of these financial statements.

Mid-Huron Landfill Site Board
Statement of Changes in Net Debt
Year ended December 31, 2018

	2018 <u>Actual</u>	2017 <u>Actual</u>
Annual surplus (deficit)	\$ (502,460)	\$ 68,204
Amortization of tangible capital assets	31,265	33,625
Loss on disposal of tangible capital assets	<u>17,830</u>	<u>-</u>
(Increase) decrease in net debt	(453,365)	101,829
Net debt, beginning of year	<u>(5,262,722)</u>	<u>(5,364,551)</u>
Net debt, end of year	\$ <u>(5,716,087)</u>	\$ <u>(5,262,722)</u>

The accompanying notes are an integral part of these financial statements.

Mid-Huron Landfill Site Board
Statement of Cash Flows
Year ended December 31, 2018

2018

2017

Operating

Annual surplus (deficit)	\$ (502,460)	\$ 68,204
Items not involving cash		
Amortization	31,265	33,626
Increase (decrease) in closure and post-closure liability	(345,918)	18,464
Loss on disposal of tangible capital assets	17,830	-
Change in non-cash assets and liabilities		
Decrease (increase) in receivables	41,067	66,819
Decrease (increase) in government remittance receivable	(52,538)	(11,714)
Increase (decrease) in payables and accruals	17,549	28,377
Increase (decrease) in due to related party	<u>(13,896)</u>	<u>(94,286)</u>
Net increase (decrease) in cash from operating activities	(807,101)	109,490
Investment		
Disposal (acquisition) of investments - net	<u>1,388,293</u>	<u>(73,324)</u>
Net increase (decrease) in cash	581,192	36,166
Opening cash balance	<u>790,964</u>	<u>754,798</u>
Closing cash balance	\$ <u>1,372,156</u>	\$ <u>790,964</u>

The accompanying notes are an integral part of these financial statements.

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

1. ACCOUNTING POLICIES

The financial statements of the Mid-Huron Landfill Site Board are the representation of management as prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by the Board are as follows:

(a) Basis of Accounting

Sources of financing and expenditures are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Financial Assets

Financial assets are resources that can be used to discharge existing liabilities or finance future operations. They include cash, temporary investments, accounts receivable.

Investments are recorded cost. If there has been a loss in value of a portfolio investment that is other than a temporary decline, the investment is written down to recognize the loss. The write-down is recorded in the statement of operations. A write-down of a portfolio investment to reflect a loss in value is not reversed if there is a subsequent increase in value.

Accounts receivables are recorded at cost. A valuation allowance is recorded when collection of the receivable is considered doubtful.

Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the government because they can be used to provide government services in future periods. These assets do not normally provide resources to discharge the liabilities of the government unless they are sold.

(b) Revenue Recognition

The Board recognizes revenues as they are earned and measurable;

- i) Tipping Fees are recorded as earned when the site accepts the waste at the landfill site.
- ii) Investment income is recorded as revenue in the period earned.
- iii) All other revenues are recorded as they become available and measurable and collection is reasonably assured.

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and highly liquid investments with original maturity of 90 days or less as at the end of the year.

(d) Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development but excludes interest. Estimated historical cost was used to record existing tangible capital assets if actual cost was unknown when the Board first implemented tangible capital assets accounting. Tangible capital assets, except land, are amortized over the estimated useful lives of the assets on a straight-line basis.

Maintenance and repair costs are recognized as an expense when incurred. Betterments or improvements that significantly increase or prolong the service life or capacity of a tangible capital asset are capitalized. External contributions for acquisition of tangible capital assets are recorded as deferred revenue and amortized on the same basis as the related tangible capital assets.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets at the following amortization rates:

Buildings	25 years
Machinery and equipment	10 to 25 years
Linear	100 years

Annual amortization is charged in the year of acquisition. No amortization is recorded in the year of disposal.

(e) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from the current estimates. Significant items subject to such estimates and assumptions include the carrying value of the landfill closure and post closure liability. Additional disclosure related to the landfill closure and post-closure liability is contained in Note 8 to these financial statements. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the period in which they become known.

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

2. PARTICIPATING MUNICIPALITIES

The following are participating municipalities operating pursuant to an agreement dated March 11, 2002:

Town of Goderich
Township of Huron-Kinloss
Municipality of Central Huron
Municipality of Bluewater
Municipality of Huron East
Township of Ashfield-Colborne-Wawanosh

3. INVESTMENTS

Investments are recorded at cost on the statement of financial position and are comprised of guaranteed investment certificates, high interest savings, bonds and stock holdings. Equity and bond investments are managed by investment advisors. The Board has approved policies and parameters under which the advisors make investments which are compliant with requirements pursuant to the Municipal Act, specifically Ontario Reg 438/97.

The total market value of investments held on December 31, 2018 is **\$4,022,603** (2017 - \$5,471,675). The cost of investments held on December 31, 2018 are as follows:

	<u>2018</u>	<u>2017</u>
Guaranteed investment certificates	\$ 3,548,702	\$ 3,931,535
Fixed income securities - bonds	-	675,352
Equities	-	524,474
Uninvested cash in portfolio	<u>473,901</u>	<u>279,535</u>
	<u>\$ 4,022,603</u>	<u>\$ 5,410,896</u>

Guaranteed investment certificates held bear interest ranging from 1.80% to 2.65% with maturities from August 2019 to December 2022.

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

4. TANGIBLE CAPITAL ASSETS

<u>Net Book Value</u>			<u>2018</u>	<u>2017</u>
Buildings			\$ -	\$ 18,957
Machinery and equipment			37,241	65,524
Linear			<u>142,555</u>	<u>144,410</u>
			<u>\$ 179,796</u>	<u>\$ 228,891</u>
	<u>Balance at</u>	<u>Additions to</u>	<u>Disposals to</u>	<u>Balance at</u>
<u>Cost</u>	<u>Dec. 31, 2017</u>	<u>Dec. 31, 2018</u>	<u>Dec. 31, 2018</u>	<u>Dec. 31, 2018</u>
Buildings	\$ 183,893	\$ -	\$ 183,893	\$ -
Machinery and equipment	500,333	-	-	500,333
Linear	<u>185,562</u>	<u>-</u>	<u>-</u>	<u>185,562</u>
	<u>\$ 869,788</u>	<u>\$ -</u>	<u>\$ 183,893</u>	<u>\$ 685,895</u>
	<u>Balance at</u>	<u>Amortization</u>	<u>Reversals</u>	<u>Balance at</u>
<u>Accumulated Amortization</u>	<u>Dec. 31, 2017</u>	<u>Dec. 31, 2018</u>	<u>Dec. 31, 2018</u>	<u>Dec. 31, 2018</u>
Buildings	\$ 164,936	\$ 1,127	\$ 166,063	\$ -
Machinery and equipment	434,809	28,283	-	463,092
Linear	<u>41,152</u>	<u>1,855</u>	<u>-</u>	<u>43,007</u>
	<u>\$ 640,897</u>	<u>\$ 31,265</u>	<u>\$ 166,063</u>	<u>\$ 506,099</u>
			<u>2017</u>	<u>2016</u>
<u>Net Book Value</u>				
Buildings			\$ 18,957	\$ 21,210
Machinery and equipment			65,524	95,041
Linear			<u>144,410</u>	<u>146,265</u>
			<u>\$ 228,891</u>	<u>\$ 262,516</u>
	<u>Balance at</u>	<u>Additions to</u>	<u>Disposals to</u>	<u>Balance at</u>
<u>Cost</u>	<u>Dec. 31, 2016</u>	<u>Dec. 31, 2017</u>	<u>Dec. 31, 2017</u>	<u>Dec. 31, 2017</u>
Buildings	\$ 183,893	\$ -	\$ -	\$ 183,893
Machinery and equipment	500,333	-	-	500,333
Linear	<u>185,562</u>	<u>-</u>	<u>-</u>	<u>185,562</u>
	<u>\$ 869,788</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 869,788</u>
	<u>Balance at</u>	<u>Amortization</u>	<u>Reversals</u>	<u>Balance at</u>
<u>Accumulated Amortization</u>	<u>Dec. 31, 2016</u>	<u>Dec. 31, 2017</u>	<u>Dec. 31, 2017</u>	<u>Dec. 31, 2017</u>
Buildings	\$ 162,683	\$ 2,253	\$ -	\$ 164,936
Machinery and equipment	405,292	29,517	-	434,809
Linear	<u>39,297</u>	<u>1,855</u>	<u>-</u>	<u>41,152</u>
	<u>\$ 607,272</u>	<u>\$ 33,625</u>	<u>\$ -</u>	<u>\$ 640,897</u>

The land on which the landfill site is located is owned by the Municipality of Central Huron.

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

5. COMMITMENT

Under the terms of a 1990 land purchase agreement, the Board is committed to pay \$25,000 per year to the vendor of the land, as long as the site continues to be used for the disposal of waste. The last payment will be made in 2019.

6. RELATED PARTY TRANSACTIONS

An annual fee of **nil** (2017 - \$7,933) and an administration fee of **\$37,324** (2017 - \$36,592) were paid to the Town of Goderich which is a participating municipality.

Leachate processing fees of **\$86,645** (2017 - \$94,985) were paid to the Town of Goderich.

Compensation of **\$4,000** (2017 - \$4,000) was paid to The Municipality of Central Huron for additional costs involved in having the landfill site within their municipality. Central Huron is a participating municipality in the Mid-Huron Landfill Site Board.

Payroll in the amount of **\$9,133** was paid to the Mid-Huron Recycle Centre. The board of the recycle centre is made up of three of the six municipalities that are participating municipalities of the landfill.

At year end, the Landfill Site Board owed **\$2,888** (2017 - \$15,164) to the Town of Goderich. This amount is unsecured and non-interest bearing.

At year end, the Recycle Centre Board owed **\$1,620** to the Landfill Site Board. This amount is unsecured and non-interest bearing

These transactions are in the normal course of operation and are measured at the exchange amount which is the amount of consideration established and agreed to by the related parties.

7. AGREEMENT WITH PARTICIPATING MUNICIPALITIES

If in any year, the revenue from tipping fees is insufficient to cover the operating costs and expenses, the participating municipalities are required to make up the deficiency by each party paying their proportionate share as stated in the agreement.

At such time that the reserve funds no longer need to be maintained, any excess funds will be paid out to the participating municipalities proportionate to their share as stated in the agreement.

8. CLOSURE AND POST-CLOSURE LIABILITY

Closure costs include final cover and vegetation and completing facilities for drainage control features, leachate monitoring, water quality monitoring and monitoring and recovery of gas. Post-closure care activities include all activities related to monitoring the site once it can no longer accept waste including acquisition of additional land for buffer zones, treatment and monitoring of leachate, monitoring ground water and surface water, gas monitoring and recovery and ongoing maintenance of various control systems, drainage systems and final cover. The estimated length of time needed for post-closure care is 50 years.

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

Public sector accounting standards require the recognition of a liability for anticipated closure and post-closure costs for existing and closed landfill sites. The liability is based on estimates and assumptions related to events extending over the remaining life of the landfill. The estimated future liability for the closure and post-closure expenses is recorded on the statement of financial position. This liability is recognized as the landfill's capacity is used and is calculated based on the ratio of utilization to total capacity for the landfill site and the discounted estimated cash flows associated with the closure and post-closure activities. The liability as at year end was **\$11,087,174** (2017 - \$11,433,092) and reflects a discount rate of **1.9%** (2017 - 2.0%). This liability is based on the site reserve fund assessment performed in 2017 and the site closed in June 2018.

Key assumptions of the 2018 reserve fund assessment used in calculating the liability are:

Remaining life span	Actual closure 2018
Annual capacity	Capacity reached June 2018
Total undiscounted projected cash outflows	\$17,295,488
Expected inflation rate	1.6%
Real rate of return on investment	2.0%
Estimated time needed for post-closure care	50 years

The landfill site ceased taking waste material at the end of June 2018.

The landfill has a reserve fund established to fund the closure and post closure costs. The reserve fund balance at year end is **\$5,296,087** (2017 - \$6,095,370).

9. ACCUMULATED DEFICIT	<u>2018</u>	<u>2017</u>
Reserves set aside by Council		
Capital works	\$ 75,000	\$ 75,000
Reserve funds set aside for specific purpose by Council		
Perpetual care	5,296,087	6,095,370
Surplus		
Invested in tangible capital assets	179,796	228,891
Unfunded:		
Closure and post-closure liability	<u>(11,087,174)</u>	<u>(11,433,092)</u>
Total accumulated deficit	\$ <u>(5,536,291)</u>	\$ <u>(5,033,831)</u>

Mid-Huron Landfill Site Board
Notes to the Financial Statements
December 31, 2018

10. EXPENDITURES BY OBJECT	<u>2018</u>	<u>2017</u>
Operating goods and services	\$ 664,362	\$ 772,691
Capital	640,303	-
Salaries and benefits	118,932	222,530
Closure and post-closure costs	<u>(345,918)</u>	<u>18,464</u>
	<u>\$ 1,077,679</u>	<u>\$ 1,013,685</u>

11. BUDGET DATA

The unaudited budget figures are presented for comparison purposes as prepared and approved by the Board. Amortization was not contemplated on development of the budget and, as such, has not been included. The following reconciles the approved budget to the budget figures reported on these financial statements:

Revenue	
Operating budget	\$ 694,435
Capital - transfer from reserve fund	264,000
Less: interfund transfers	<u>(453,035)</u>
	<u>505,400</u>
Expenditures	
Operating budget	694,435
Capital budget	264,000
Less: interfund transfers	<u>(50,000)</u>
	<u>908,435</u>
Annual surplus	<u>\$ (403,035)</u>

Mid-Huron Landfill Site Board
Statement of Operating Expenditures
Year ended December 31, 2018

Schedule A

	<u>2018</u> <u>Budget</u>	<u>2018</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>
Leachate processing and trucking (Note 6) \$	213,113	\$ 224,180	\$ 249,809
Recycling	60,880	121,843	169,778
Salaries and benefits	115,661	118,932	222,530
Engineering	48,680	60,670	44,041
Insurance	46,000	46,005	45,460
Board administration (Note 6)	37,324	37,324	36,592
Amortization	-	31,265	33,626
Grant-in-lieu	28,000	29,197	27,659
Royalties	25,000	25,000	25,000
Equipment maintenance	11,025	19,768	42,923
Site maintenance	17,849	15,610	25,287
Fuel	8,000	12,574	19,136
Audit and legal	6,000	8,989	8,120
Hydro and heating fuel	4,050	8,880	9,454
Bad debts	-	5,172	-
Transfer facility	7,003	4,461	3,066
Municipality of Central Huron (Note 6)	4,000	4,000	4,000
Office and sundry	4,850	3,544	7,595
Telephone and postage	2,250	2,154	4,175
Bank charges and interest	1,000	1,060	2,182
Building maintenance	1,250	855	4,320
Clothing	650	776	630
Scale maintenance	1,500	758	1,272
Training	250	240	240
Miscellaneous	100	23	363
Travel	-	14	30
Other professional services	-	-	7,933
	<u>\$ 644,435</u>	<u>\$ 783,294</u>	<u>\$ 995,221</u>

7. **MANAGER'S REPORT**

Facility Manager Dave Meriam presented his manager's report and highlighted the following;

Building Operations and Maintenance Issues

- ice is installed and being rented
- motor to compressor 2 malfunctioned, caused by a short in the panel and needed to be replaced. The panel should likely be replaced and the Facility Manager will look at prices for next year. The Facility Manager felt the panel could be a fire hazard and the Committee agreed that it was a concern
- Olympia wrap was installed on September 5th for Dowler Karn

Capital Projects – Progress Report

- prices will be obtained to update and replace the electrical panel

Staffing Issues

- all regular staff have returned for the season

Recreation Program

- Pickleball – Monday 1:00 to 3:00, Tuesday 6:30 to 9:00, Thursdays 1:00 to 3:00 and 6:30 to 9:00
- Clogging – Tuesday 6:30 to 8:00 (upstairs)
- Shuffleboard – Wednesday 1:00 to 3:30
- Walking Daily 9:00 to 11:00
- Senior Fitness – Tuesday and Thursday 9:30 to 10:30

Events

- Fall Fair – September 13th and 14th
- Generals Home Opener – September 22nd
- Wedding Receptions – September 28th and October 5th

Moved by Joe Steffler and seconded by Georgina Reynolds that the Facility Manager's Report be accepted as presented. **Carried**

8. **UNFINISHED BUSINESS**

- Revised Alcohol policy will be presented at a future meeting.

9. **NEW BUSINESS**

Christmas dance will be discussed at next meeting. Still planning to be work in conjunction with the Radars/Cents game

10. **ADJOURNMENT**

Moved by Georgina Reynolds and seconded by Gloria Wilbee that the time now being 6:45 p.m. that the meeting do now adjourn until October 10th, 2019 at 6:30 p.m. or any special meeting called by the Chair. **Carried.**

Chair, Lisa Campbell

Acting Secretary, Miranda Boyce

13-20-4

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



September 27, 2019

AMO Board Highlights and Policy Items You Need To Know

September 27th AMO Board Highlights

To keep members informed, AMO provides updates on important issues considered at AMO Board of Directors' meetings. Highlights of today's meeting include:

AMO President Jamie McGarvey created a [video overview](#) of today's AMO Board meeting.

Joint and Several Liability Reform Submission

The Board considered and approved a submission to the Attorney General which includes key recommendations which address municipal impacts related to joint and several liability. Next week the AMO paper will be distributed to all municipal councils for consideration and endorsement.

Paramedic Services: New Models of Patient Care

AMO will respond to Ontario's regulatory posting on implementing new models of care for select low acuity 9-1-1 patients. If enacted, the regulations under the *Ambulance Act* will provide more flexibility for paramedics to treat patients in other ways than taking them to an emergency department. AMO will emphasize the need to improve dispatch before the new models' implementation. Municipal governments and District Social Service Administration Boards can respond to the regulatory [posting](#) by October 6th.

Blue Box Program

Blue Box is transitioning to full producer responsibility. Municipal councils will need to make big decisions on how this will occur in your community. Watch for regional workshops, webinars and update bulletins from AMO this fall.

Conservation Authorities (CAs)

The Board has identified some transition considerations for Bill 108 conservation authority-related changes. Additional information is needed from the Ministry

regarding what activities, to what level of detail, are required to support the mandated roles of CAs. AMO is working with Conservation Ontario on a template for the creation of MOUs between CAs and municipal governments. The template is a sample and municipal governments are free to negotiate items. Finally, there are local considerations that will require some coordination.

Provincial Policy Statement (PPS)

The AMO Board is largely supportive of the changes to the PPS. Many clarifications and increased flexibility are welcomed. Some councils may encounter tension between this increased flexibility and the requirements for environmental protections. Additional guidance for low growth, rural and northern use of the PPS, similar to that provided in 2014, is requested. Prior to implementing the PPS, a number of provincial guidance documents are needed. It is important that appropriate guidance on Indigenous engagement not download the Crown's Duty to Consult but rather demonstrates how municipal governments can be helpful in supporting this Crown responsibility. Consultation ends October 21st.

Social Assistance Reform Update

AMO staff provided the AMO Board with an update on social assistance reform and sought direction on AMO's advocacy approach on the elimination of Transitional Child Benefit and changes to the definition of 'disability.' If the Transitional Child Benefit is eliminated municipal governments may be left to fill in the gap to keep low-income families, particularly refugee claimants, housed. This will negatively impact families and will create fiscal challenges for municipal governments. AMO will advocate for the decision to eliminate this benefit to be reversed. On the proposed change to the definition of disability, AMO will seek assurances from the province that the change will not add costs to municipal governments. Changes to the definition may lead to increases in the Ontario Works caseload with potential impacts on municipal service delivery costs.

E-Scooter Pilot Framework

The AMO Board approved sending a letter to the Minister of Transportation highlighting municipal concerns with the provincial government's proposed e-scooter pilot framework. Of great concern are the proposed timeframe for the pilot launch, the proposed speed limit, data collection requirements, municipal liability protections and the need to ensure a municipal say in regulating e-scooters locally.

Provincial Data Strategy

The provincial government has released a second discussion paper towards the development of an Ontario Data Strategy. Comments are due October 9th. The AMO board approved responding positively to the discussion paper, emphasizing the need to ensure access to fast reliable broadband across Ontario and the need for provincial supports to enable widespread municipal data sharing with businesses and the public. AMO staff will continue to work with the province to respond to future discussion papers of municipal interest.

Municipal Policy items you need to know

AMO Fall Policy Forum – October 24/25

AMO is hosting a two-day Policy Forum in London, Ontario on October 24 & 25, 2019. The Forum is open to municipal elected officials and senior municipal staff. In this time of constant change, it is an event not to be missed. For more information and to register, click [here](#) or email events@amo.on.ca.

Long-Term Care Funding Extension

Earlier in 2019, the province changed the funding model for long-term care. While there was a 1.7% overall increase in the funding envelope, the funding model changes resulted in significant in-year reductions for municipal homes. AMO, municipal governments and [AdvantAge Ontario](#), a staff association representing municipal homes, asked for a reconsideration of the changes. It is therefore welcome news to hear that the Minister of Long-Term Care is extending the funding change implementation timeline while exploring alternatives. The ministry will be consulting on a new small capital program and developing a long-term care staffing strategy. AMO thanks the government for its responsiveness and looks forward to working with the ministry on the design of new funding programs + the staffing strategy.

Aggregates Consultation

MNRF has announced a [consultation](#) on changes to the *Aggregates Resources Act* which ends November 4th. Key elements under consideration are the proposal to require a new application rather than an amendment if a producer wants to extract below water level, clarification around the limits to zoning, and preventing the LPAT imposition of haul route agreements.

Broadband Strategy Released

On July 23, 2019, the Government released “[Up to Speed: Ontario's Broadband and Cellular Action Plan](#).” The Strategy includes a commitment to launch a \$150 million provincial broadband and cellular infrastructure program beginning in 2020-2021. AMO will provide updates as further details become available.

Prompt Payment & Adjudication in Force October 1st

As of October 1st, the *Construction Act* is now in full force and effect. This will have significant impacts to municipal procurement practices, both as an owner of infrastructure projects, and as individual homeowners. For more information, click [here](#).

Building Services Transformation

The provincial government has announced a consultation on the transformation of building code services. A [discussion paper](#) has been posted online and is open for municipal input until November 25th. Regional information sessions will also be held in Chatham-Kent, Belleville, North Bay and Vaughan. Notably, the province is proposing

to create a new delegated administrative authority to provide services to the building sector and streamline the building code process. AMO will analyze the discussion paper and report back to the AMO board.

For more information on any of these items, contact AMO's Policy team at policy@amo.on.ca.

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



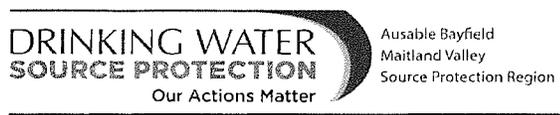
Please consider the environment before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

Wish to Adjust your AMO Communication Preferences ? [Click Here](#)



13-20-5



Ausable Bayfield Maitland Valley Drinking Water Source Protection Region
c/o 71108 Morrison Line, RR 3 Exeter, ON • N0M 1S5
519-235-2610 • 519- 335-3557 • 1-888-286-2610 • sourcewaterinfo.on.ca

FOR IMMEDIATE RELEASE

DATE OF ISSUE: September 30, 2019

Drinking water source protection region issues notice of call for applications to fill five vacancies on committee

Source protection authorities to accept applications for public-at-large; commercial; industrial; property owner; and environment positions

A committee devoted to protection of municipal drinking water sources has five vacant seats and the local source protection region has issued a call for applications. The local source protection authority is accepting applications for public-at-large; commercial; industrial; property owner; and environment positions on the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC).

The vacancies have opened up as some members are choosing to retire after years of service. The change is also to meet regulatory requirements that ensure a portion of the committee changes on a regular schedule. "The scheduled rotation of a portion of the committee's membership ensures there is a mix of new voices and experienced members on the committee," said Mary Lynn MacDonald, Program Co-Supervisor. "The committee was first formed in 2007 and some members, after years of dedicated service, have told us they are ready to retire."

There are about four committee meetings (half-day or full-day meetings) per year. There is remuneration for time and travel. Those who would like to apply are asked to indicate the position in which they are interested on their cover letter attached to a résumé. The source protection authorities are accepting applications until Monday, November 4, 2019. A summary of member obligations, full job description, notice, and application details are on the local source protection website (sourcewaterinfo.on.ca).

The make-up of the committee is shaped by the source protection committee regulation (*Ontario Regulation 288/07*) and by a local process that took place to decide how to include diverse voices at the committee table. One third of the committee is from municipalities. One third of the committee comes from economic sectors (agriculture; industry; commerce). The other third of the committee represents other interests (e.g., general public; property owner and residents' associations; environmental).

The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee was Ontario's first SPC when it was formed in 2007. The committee reduces risk to local municipal drinking water sources. It makes this happen by putting into action policies in locally developed, provincially approved source protection plans. This work is made possible by the Ontario *Clean Water Act, 2006*.

To find out more visit sourcewaterinfo.on.ca or phone 519-235-2610 or toll-free 1-888-286-2610.

- 30 -

MEDIA CONTACTS: Mary Lynn MacDonald, Program Co-Supervisor, Ausable Bayfield Maitland Valley (ABMV) Drinking Water Source Protection Region, at mmacdonald@abca.ca or phone 519-235-2610 or 1-888-286-2610, extension 247

Donna Clarkson, Program Co-Supervisor, at 519-335-3557, extension 224

DRINKING WATER SOURCE PROTECTION

Our Actions Matter

Ausable Bayfield
Maitland Valley
Source Protection Region

Notice

Call for Applications

Five positions available on local Source Protection Committee

The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) is reducing risk to local municipal drinking water sources. It is doing this through implementation of locally developed, provincially approved source protection plans.

Ausable Bayfield Source Protection Authority, on behalf of Ausable Bayfield Maitland Valley Source Protection Region, is seeking applications for five vacancies on the committee.

Vacancies are for representatives from the following interests:

- Property owner (1)
- Public-at-large (1)
 - Industry (1)
 - Commerce (1)
 - Environment (1)

It is anticipated there will be up to four meetings (half-day or full-day meetings) per year.

There is remuneration for time and travel.

For summary of member obligations and full job description please visit:

<https://www.sourcewaterinfo.on.ca>

For requirements under *Ontario Regulation 288/07* (Source Protection Committees) please visit ontario.ca

To learn more call Mary Lynn MacDonald, Program Co-Supervisor,
at 519-235-2610 or toll-free 1-888-286-2610 or email mmacdonald@abca.ca

Please indicate position, in which you are interested, on cover letter attached to résumé.

Please submit your application by Monday, November 4, 2019 to:

**Brian Horner, General Manager and Secretary-Treasurer,
Ausable Bayfield Conservation Authority (ABCA),
71108 Morrison Line, RR 3 Exeter, ON, N0M 1S5**

Made possible with funding support from the Province of Ontario.

DATE OF NOTICE: September 30, 2019

**MINUTES
VANASTRA RECREATION CENTRE / DAY CARE
COMMITTEE MEETING
MONDAY, OCTOBER 7th, 2019 at 6:00 pm**

Members Present: Huron East Councillor Brenda Dalton
Janet Boot and Becky Kyle

Members Absent: Scott Townsend and Mark Stone

Staff Present: VRC Manager, Lissa Berard
Day Care Supervisor, Tammy Martene
Secretary, Janice Andrews

1. CALL TO ORDER

Chair Janet Boot called the meeting to order at 6:00 p.m.

2. CONFIRMATION OF THE AGENDA

Moved by Brenda Dalton and seconded by Becky Kyle:

That the Agenda for the regular meeting dated October 7th, 2019 be adopted as circulated.
Carried.

3. DECLARATION OF PECUNIARY INTERESTS AND GENERAL NATURE THEREOF

4. DELEGATIONS

5. MEETING MINUTES

Moved by Brenda Dalton and seconded by Becky Kyle:

That the following meeting minutes be approved as circulated.

- i) Regular Meeting – August 28th, 2019

Carried.

6. BUSINESS ARISING FROM THE MINUTES

7. REPORTS & RECOMMENDATIONS

Day Care Supervisor Report

Day Care Supervisor Tammy Martene reviewed her quarterly report with the following points being highlighted:

- 77 children attending on a full time/part time basis
- wait list remains full with 42 infants, 7 toddlers and 12 preschoolers
- staff shortage – one staff on medical leave has now resigned and one staff away on sick leave. It was noted that all centres are feeling the effect that it's difficult to find supply staff for part time work with no benefits. Supervisor anticipates hiring Fanshawe students once they graduate in December, she has also applied and has been accepted by Huron County for a Program Assistant with 9 hours per week and they pay wages.

- January County of Huron Health & Safety Funding provided for new flooring in toddler room (\$6,758.54)
- County of Huron Play Based Funding provided materials and equipment to enrich environment to promote children's exploration and learning through play (\$3,456.50)
- June County of Huron Health & Safety Funding provided for pea stone on senior preschool playground and replacement of copper pipe leaking under kitchen sink (\$1,390.40)
- painting front day care room and new cement pad in toddler playground will be considered for future Health & Safety Funding available.
- prices and options available will be obtained to replace sand in toddler playground
- Ministry inspection/approval completed September 20th on playground
- ECE Appreciation day is October 24th, 2019
- Fundraisers planned – Dielman's Xmas wrapping paper/gifts and Huron Ridge poinsettias

Moved by Brenda Dalton and seconded by Becky Kyle:

That the Day Care Supervisor Report for October 2019 be accepted as presented. Carried.

Committee members were provided with a copy of the Year-to-Date Financial Statement for the period ending September 30th, 2019. There were no concerns expressed and the year-to-date financial position was good overall.

Moved by Becky Kyle and seconded by Brenda Dalton:

That the Vanastra Recreation Centre/Day Care Committee receive the Day Care Year-to-Date Financial Statements for the period ending September 30th, 2019. Carried.

Facility Managers Report

Ventilation System – Pool Area

The Facility Manager advised that Callidus Engineering have called for tenders for the ventilation system in the pool area with a closing date of Thursday, October 10th at 2:00 pm. Copies of the tender documents were provided to the Committee. Committee members were advised that an on-site meeting with potential contractors was held on September 25th. The construction time frame allotted is a two week period between December 9th, 2019 and January 10th, 2020. The Facility Manager will communicate with the contractor as to the time required for a complete shut down, or if it is possible to operate during some of the construction period. It was also noted that the shut down period provides an opportunity to drain and repair the pool and would eliminate the need to drain the pool next year to complete this maintenance work. Once the engineer has reviewed the tenders received and made a recommendation to the Committee, Committee members will meet to review and make a recommendation to Huron East Council. A meeting was tentatively scheduled for Monday, October 28th at 6:00 pm to review tenders received and the engineer's recommendation.

Lifeguard Training

The Facility Manager advised that Lifeguard training will commence late in October and continue sporadically through to April 2020. Training includes three courses with a total of 90 hours of training consisting of: Water Safety Instructor, Standard First Aid & CPRC, and Lifeguard Course. The Facility Manager also noted that 8 potential candidates have been invited to take part in the subsidized training in exchange for the 1-year work agreement contract.

Water Fountain

The Facility Manager investigated the need for water fountains to be flushed daily for 5 minutes and advised that the requirement from the Ministry is for facilities with children attending (Day Cares, Schools) to flush potable water every Monday since they are closed Saturdays and Sundays. The fountains in the recreation area of the facility do not need to be flushed as they are used daily.

The Manager suggested a leaf be made and placed on the donation tree in the lobby to acknowledge the cash donation of Mrs. Fleming for the two water fountains.

Baseball Diamond Improvements

The Facility Manager advised the maintenance work on the baseball diamond has been completed. The Lions Club have been advised the diamond can now be used and they can start a regular maintenance schedule to prevent the weeds from coming back. A thank you card was circulated for signature that will be presented to Lavis Contracting Co. Ltd./The Miller Group for their generous donation of stone dust for the diamond. The Manager advised she will offer a one-hour pool rental to the company as a gesture of appreciation as they provided 4 loads of stone dust instead of the original 1-2 loads that was anticipated.

Pool Heater

The Facility Manager advised the pool heater was replaced on September 9th at a cost of \$4,705.

Vanastra Lions Club – Community Enhancement Project

The Facility Manager advised the Vanastra Lions Club have generously taken on a community enhancement project in conjunction with the RCAF walking trail. The Lions Club have planted new flowers beds at all the RCAF signs within the community. Liberation Tulip bulbs will be planted this fall and perennial plants will be put in place in the spring. It was also noted the Oud family, Harry DenHaan and the Vanastra Christian Reform Church have joined in a community partnership project to commemorate 2020 as the 75th anniversary of the Liberation of the Netherlands.

Moved by Becky Kyle and seconded by Brenda Dalton:

That the Managers Report for October 2019 be approved as presented. Carried.

Financial Statements

Committee members were provided with a Year-to-Date Financial Statement for the period ending September 30th, 2019. The Facility Manager reviewed the statement in detail with the Committee members noting the year-to-date financial statement position was good overall.

The Facility Manager advised that announcements from the Ontario Trillium Foundation on the grant application that was submitted for the ventilation system in the pool area have yet to be announced. The application was submitted with a request for \$60,000 in funding.

The Manager also advised that the following reserves are available to assist with the ventilation system in the pool area project:

2018 surplus	\$16,079
Harley Fundraising	\$15,740
Building Fundraising	<u>\$24,079</u>
Total	<u>\$55,898</u>

Moved by Brenda Dalton and seconded by Becky Kyle:
That the Vanastra Recreation Centre/Day Care Committee receive the
Year-to-Date Financial Statements for the period ending September 30th, 2019.
Carried.

8. CORRESPONDENCE

9. UNFINISHED BUSINESS

10. OTHER BUSINESS

Tooney Tuesdays

The Facility Manager noted attendance at the adult daily swim is down slightly and she was considering introducing a Tooney Tuesday option in January 2020. The Manager advised that North Huron has introduced this as an option and she will investigate further to see how it is working for them and if it affected their members. It was noted this may be an option for those who find it difficult to pay for a membership.

11. CLOSED SESSION AND REPORTING OUT

12. MEETING DATES

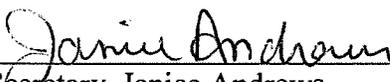
Upcoming meetings for the Committee are scheduled for November 20th and December 16th, 2019.

13. ADJOURNMENT

The time now being 7:08 p.m.

Moved by Becky Kyle and seconded by Brenda Dalton:
That the meeting now adjourn until Wednesday, November 20th, 2019 at 6:00 p.m. Carried.

Chair, Janet Boot



Secretary, Janice Andrews

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



13-20-7

Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

September 23, 2019

Dear CAO/Treasurer,

Please find attached the OPP municipal policing 2020 Annual Billing Statement package.

This year's billing package includes a statement for the 2018 year-end reconciliation. The final cost adjustment calculated as a result of the 2018 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2020 calendar year.

The final reconciliation of the 2020 annual costs will be included in the 2022 Annual Billing Statement.

For more detailed information on the 2020 Annual Billing Statement package please refer to resource material available on the internet, www.opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in October. An e-mail invitation will be forwarded to the municipality advising of the session date.

If you have questions about the package please e-mail OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Marc Bedard".

M.M. (Marc) Bedard
Superintendent
Commander,
Municipal Policing Bureau

OPP 2020 Annual Billing Statement

Huron East M

Estimated costs for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	3,955		
	Commercial and Industrial	<u>341</u>		
	Total Properties	<u>4,296</u>	183.23	787,162
Calls for Service	(see summaries)			
	Total all municipalities	162,805,510		
	Municipal portion	0.4614%	174.86	751,189
Overtime	(see notes)		14.31	61,470
Prisoner Transportation	(per property cost)		1.99	8,549
Accommodation/Cleaning Services	(per property cost)		<u>4.78</u>	<u>20,535</u>
Total 2020 Estimated Cost			<u>379.17</u>	<u>1,628,905</u>
2018 Year-End Adjustment	(see summary)			50,237
Grand Total Billing for 2020				<u><u>1,679,142</u></u>
2020 Monthly Billing Amount				139,928

OPP 2020 Annual Billing Statement

Huron East M

Estimated costs for the period January 1 to December 31, 2020

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2020 billing purposes the allocation of the municipal workload in detachments has been calculated to be 54.5 % Base Services and 45.5 % Calls for Service. The total 2020 Base Services and Calls for Service cost calculation is detailed on the *Base Services and Calls for Service Cost Summary* included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$183.23 estimated for 2020. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on *Base Services and Calls for Service Cost Summary* included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2015, 2016, 2017 and 2018 has been analyzed and averaged to estimate the 2020 costs. The costs incorporate the 2020 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2020 hours and salary rates and included in the 2022 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. 2020 costs have been based on 2018 security activity. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. These costs will be reconciled to the actual cost of service required in 2020.

There was no information available about the status of 2020 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2018 adjustment accounts for the difference between the amount billed based on the estimated cost in the *Annual Billing Statement* and the reconciled cost in the *Year-end Summary*. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2020 Estimated Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2020

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
	FTE	%	\$/FTE	\$	\$	\$
Uniform Members (Note 1)						
Inspector	25.44	100.0	161,356	4,104,898	4,104,898	-
Staff Sergeant-Detachment Commander	11.13	100.0	144,775	1,611,343	1,611,343	-
Staff Sergeant	32.18	100.0	135,199	4,350,718	4,350,718	-
Sergeant	218.06	54.5	121,017	26,388,924	14,393,739	11,995,186
Constable	1,741.76	54.5	103,094	179,565,117	97,945,546	81,619,570
Part-Time Constable	5.48	54.5	82,108	449,952	245,503	204,449
Total Uniform Salaries	2,034.05			216,470,953	122,651,748	93,819,205
Statutory Holiday Payout			3,841	7,791,215	4,369,805	3,421,410
Shift Premiums			1,037	2,037,562	1,111,406	926,156
Uniform Benefits - Inspector			25.68%	1,054,138	1,054,138	-
Uniform Benefits - Full-Time Salaries			29.25%	61,985,460	34,603,144	27,382,316
Uniform Benefits - Part-Time Salaries			14.87%	66,908	36,506	30,402
Total Uniform Salaries & Benefits				289,406,236	163,826,746	125,579,489
Detachment Civilian Members (Note 1)						
Detachment Administrative Clerk	172.24	54.5	65,281	11,244,026	6,133,164.20	5,110,861
Detachment Operations Clerk	2.04	54.5	63,058	128,639	69,995	58,644
Detachment Clerk - Typist	0.33	54.5	56,100	18,513	10,098	8,415
Court Officer	15.99	54.5	66,104	1,057,006	576,429	480,577
Crimestoppers Co-ordinator	0.79	54.5	60,603	47,876	26,059	21,817
Total Detachment Civilian Salaries	191.39			12,496,060	6,815,745	5,680,315
Civilian Benefits - Full-Time Salaries			27.08%	3,383,933	1,845,704	1,538,229
Total Detachment Civilian Salaries & Benefits				15,879,992	8,661,448	7,218,544
Support Costs - Salaries and Benefits (Note 2)						
Communication Operators			6,635	13,495,922	7,568,810	5,927,112
Prisoner Guards			1,764	3,588,064	2,012,265	1,575,799
Operational Support			5,037	10,245,510	5,745,907	4,499,602
RHQ Municipal Support			2,488	5,060,716	2,838,161	2,222,555
Telephone Support			120	244,086	136,889	107,197
Office Automation Support			644	1,309,928	734,637	575,292
Mobile and Portable Radio Support			200	407,906	228,746	179,160
Total Support Staff Salaries and Benefits Costs				34,352,132	19,265,415	15,086,717
Total Salaries & Benefits				339,638,360	191,753,610	147,884,751
Other Direct Operating Expenses (Note 2)						
Communication Centre			167	339,686	190,504	149,183
Operational Support			830	1,688,262	946,814	741,447
RHQ Municipal Support			249	506,478	284,044	222,434
Telephone			1,462	2,973,781	1,667,762	1,306,019
Mobile Radio Equipment Repairs & Maintenance			102	208,032	116,660	91,372
Office Automation - Uniform			2,390	4,861,380	2,726,369	2,135,011
Office Automation - Civilian			1,812	346,799	189,155	157,644
Vehicle Usage			8,805	17,909,810	10,044,216	7,865,595
Detachment Supplies & Equipment			534	1,086,183	609,155	477,028
Uniform & Equipment			1,974	4,026,032	2,257,723	1,768,309
Uniform & Equipment - Court Officer			924	14,775	8,057	6,717
Total Other Direct Operating Expenses				33,961,218	19,040,459	14,920,759
Total 2020 Municipal Base Services and Calls for Service Cost				\$ 373,599,578	\$ 210,794,068	\$ 162,805,510
Total OPP-Policed Municipal Properties					1,150,426	
Base Services Cost per Property					\$ 183.23	

OPP 2020 Estimated Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2020

Notes:

- 1) Total Base Services and Call for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2015 through 2018. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 89.21 FTEs with a cost of \$14,864,601 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 54.5% Base Services : 45.5% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2019 Municipal Policing Cost-Recovery Formula.

OPP 2020 Calls for Service Billing Summary

Huron East M

Estimated costs for the period January 1 to December 31, 2020

Calls for Service Billing Workgroups	Calls for Service Count					2020 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2020 Estimated Calls for Service Cost
	2015	2016	2017	2018	Four Year Average				
	(Note 1)					A	B	C = A * B	(Note 2) (Note 3)
Drug Possession	18	41	29	39	32	6.3	200	0.0123%	20,016
Drugs	6	5	8	8	7	39.2	265	0.0163%	26,478
Operational	518	640	725	757	660	3.6	2,376	0.1460%	237,757
Operational 2	330	314	283	343	318	1.3	413	0.0254%	41,302
Other Criminal Code Violation	49	64	48	70	58	7.8	450	0.0277%	45,075
Property Crime Violations	199	257	339	247	261	6.7	1,745	0.1073%	174,650
Statutes & Acts	110	64	110	131	104	3.4	353	0.0217%	35,298
Traffic	107	125	113	127	118	3.5	413	0.0254%	41,327
Violent Criminal Code	81	87	74	81	81	16.0	1,292	0.0794%	129,285
Total	1,418	1,597	1,729	1,803	1,637		7,507	0.4614%	\$751,189
Provincial Totals	(Note 4) 363,779	364,615	368,194	390,369	371,739		1,626,979	100.0%	\$162,805,510

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Costs rounded to zero decimals
- 4) Provincial Totals exclude data for both municipal dissolutions and amalgamations

OPP 2020 Calls for Service Details

Huron East M

For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Grand Total	1,418	1,597	1,729	1,803	1,636.75
Drug Possession	18	41	29	39	31.75
Drug Related Occurrence	8	21	20	34	20.75
Possession - Cannabis	3	10	5	1	4.75
Possession - Cocaine	1	0	0	1	0.50
Possession - Methamphetamine (Crystal Meth)	4	4	2	0	2.50
Possession - Other Controlled Drugs and Substances Act	2	6	2	2	3.00
Possession - Opioid (other than heroin)	0	0	0	1	0.25
Drugs	6	5	8	8	6.75
Drug Operation - Rural Grow	0	1	0	0	0.25
Production - Cannabis (Marihuana) (Cultivation)	4	1	3	1	2.25
Production - Methamphetamines (Crystal Meth)	0	0	0	1	0.25
Production - Other Controlled Drugs & Substances	0	2	0	2	1.00
Trafficking - Cannabis	0	1	0	0	0.25
Trafficking - Methamphetamine (Crystal Meth)	1	0	1	0	0.50
Trafficking - Other Controlled Drugs and Substances Act	1	0	4	4	2.25
Operational	518	640	725	757	660.00
Accident - non-MVC - Industrial	0	0	1	0	0.25
Accident - Non-MVC - Others	0	2	0	1	0.75
Accident - non-MVC - Public Property	0	0	0	1	0.25
Alarm - Master Code	12	5	1	1	4.75
Alarm - Others	6	6	6	10	7.00
Animal - Bear Complaint	0	1	0	0	0.25
Animal - Dog Owners Liability Act	2	0	1	0	0.75
Animal - Master Code	4	1	0	1	1.50
Animal - Other	3	12	13	29	14.25
Animal Bite	2	1	0	2	1.25
Animal Injured	4	3	1	4	3.00
Animal Rabid	0	4	1	5	2.50
Animal Stray	1	1	3	3	2.00
Assist Fire Department	1	4	1	7	3.25
Assist Public	109	150	173	160	148.00
By-Law - Master Code	1	1	1	0	0.75
Compassionate Message	1	1	1	1	1.00
Distressed / Overdue Motorist	0	3	2	0	1.25
Domestic Disturbance	48	63	78	96	71.25
False Fire Alarm - Building	1	1	0	5	1.75
Family Dispute	36	60	31	53	45.00
Fire - Building	5	2	6	1	3.50
Fire - Other	0	3	2	7	3.00
Fire - Vehicle	4	1	4	0	2.25
Firearms (Discharge) By-Law	0	0	0	1	0.25
Found - Bicycles	8	4	7	6	6.25
Found - Computer, parts & accessories	1	0	0	1	0.50
Found - Gun	0	0	1	0	0.25

OPP 2020 Calls for Service Details
Huron East M
For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Found - Household Property	1	0	1	2	1.00
Found - License Plate	0	0	1	2	0.75
Found - Machinery & Tools	1	0	0	0	0.25
Found - Office Machines & Equipment	0	1	0	0	0.25
Found - Others	2	3	5	6	4.00
Found - Personal Accessories	1	2	9	10	5.50
Found - Sporting Goods, Hobby Equip.	1	1	1	1	1.00
Found - Vehicle Accessories	1	0	0	3	1.00
Found Property - Master Code	4	0	2	4	2.50
Insecure Condition - Building	1	3	2	1	1.75
Lost - Accessible Parking Permit	1	0	0	0	0.25
Lost - Computer, parts & accessories	0	0	0	1	0.25
Lost - Household Property	1	1	0	0	0.50
Lost - Jewellery	0	0	0	2	0.50
Lost - License Plate	5	5	8	5	5.75
Lost - Machinery & Tools	0	0	1	0	0.25
Lost - Others	3	2	1	2	2.00
Lost - Personal Accessories	5	1	1	4	2.75
Lost - Vehicle Accessories	0	1	1	0	0.50
Lost Property - Master Code	3	5	4	4	4.00
Medical Assistance - Master Code	0	0	0	1	0.25
Medical Assistance - Other	3	0	4	3	2.50
Missing Person 12 & older	4	10	6	5	6.25
Missing Person Located 12 & older	20	11	5	4	10.00
Missing Person Located Under 12	0	1	0	0	0.25
Missing Person under 12	1	0	1	0	0.50
Neighbour Dispute	26	37	36	20	29.75
Noise By-Law	1	1	2	1	1.25
Noise Complaint - Animal	4	3	1	5	3.25
Noise Complaint - Business	0	1	1	0	0.50
Noise Complaint - Master Code	0	0	1	3	1.00
Noise Complaint - Others	0	1	2	5	2.00
Noise Complaint - Residence	18	19	27	21	21.25
Noise Complaint - Vehicle	2	1	3	2	2.00
Other Municipal By-Laws	3	10	14	4	7.75
Phone - Master Code	0	2	0	2	1.00
Phone - Nuisance - No Charges Laid	7	12	5	7	7.75
Phone - Obscene - No Charges Laid	0	0	1	0	0.25
Phone - Other - No Charges Laid	5	3	3	2	3.25
Phone - Text-related incident	0	0	1	1	0.50
Phone - Threatening - No Charges Laid	1	2	0	0	0.75
Protest - Demonstration	0	0	2	0	0.50
Sudden Death - Accidental	0	0	0	2	0.50
Sudden Death - Natural Causes	14	7	9	15	11.25
Sudden Death - Others	3	2	2	1	2.00

OPP 2020 Calls for Service Details

Huron East M

For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Sudden Death - Suicide	1	1	1	2	1.25
Suspicious Package	1	0	0	0	0.25
Suspicious Person	49	60	86	94	72.25
Suspicious vehicle	23	45	70	52	47.50
Traffic By-Law	4	2	2	6	3.50
Trouble with Youth	31	31	20	10	23.00
Unwanted Persons	11	11	22	24	17.00
Vehicle Recovered - All Terrain Vehicles	0	3	6	0	2.25
Vehicle Recovered - Automobile	3	5	8	11	6.75
Vehicle Recovered - Motorcycles	0	0	1	1	0.50
Vehicle Recovered - Other	0	1	1	1	0.75
Vehicle Recovered - Snow Vehicles	1	0	0	0	0.25
Vehicle Recovered - Trucks	3	4	11	10	7.00
Operational 2	330	314	283	343	317.50
911 call - Dropped Cell	1	5	11	11	7.00
911 call / 911 hang up	134	121	105	113	118.25
911 hang up - Pocket Dial	13	8	15	19	13.75
False Alarm - Accidental Trip	47	31	30	25	33.25
False Alarm - Cancelled	48	48	48	84	57.00
False Alarm - Malfunction	52	41	27	22	35.50
False Alarm - Others	12	25	19	29	21.25
False Holdup Alarm - Accidental Trip	5	2	0	1	2.00
False Holdup Alarm - Malfunction	1	2	2	0	1.25
Keep the Peace	17	31	26	39	28.25
Other Criminal Code Violations	49	64	48	70	57.75
Animals - Cruelty	1	1	0	0	0.50
Attempts, Conspiracies, Accessories	0	0	0	1	0.25
Bail Violations - Fail To Comply	26	25	16	31	24.50
Bail Violations - Master Code	2	1	0	2	1.25
Bail Violations - Others	1	3	0	7	2.75
Bail Violations - Promise To Appear	1	0	0	0	0.25
Bail Violations - Recognizance	2	1	0	1	1.00
Breach of Probation	7	16	15	14	13.00
Breach of Probation - In relation to children	0	1	1	1	0.75
Child Pornography - Making or distributing	0	0	1	0	0.25
Counterfeit Money - Others	0	0	0	1	0.25
Disobey court order / Misconduct executing process	1	0	1	2	1.00
Disturb the Peace	3	2	3	8	4.00
Indecent acts - Other	1	3	0	1	1.25
Obstruct Public Peace Officer	0	0	2	0	0.50
Offensive Weapons - Careless use of firearms	0	1	0	0	0.25
Offensive Weapons - Carry concealed	0	2	0	0	0.50
Offensive Weapons - Other Offensive Weapons	0	1	0	0	0.25
Offensive Weapons - Other Weapons Offences	0	1	1	0	0.50
Offensive Weapons - Possession of Weapons	1	2	3	1	1.75

OPP 2020 Calls for Service Details
Huron East M
For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Other Criminal Code * Sec. 337 - Sec. 352	0	0	1	0	0.25
Possess Firearm while prohibited	0	2	0	0	0.50
Possession Of Counterfeit Money	0	0	1	0	0.25
Public Mischief - mislead peace officer	1	0	0	0	0.25
Public Morals	0	0	1	0	0.25
Trespass at Night	1	2	0	0	0.75
Utter Threats to damage property	0	0	1	0	0.25
Utter Threats to Property / Animals	1	0	0	0	0.25
Uttering Counterfeit Money	0	0	1	0	0.25
Property Crime Violations	199	257	339	247	260.50
Arson - Auto	0	0	1	0	0.25
Arson - Building	0	1	1	0	0.50
Break & Enter	39	38	64	46	46.75
Break & Enter - Firearms	0	0	1	2	0.75
False Pretence - Other	0	0	1	0	0.25
Fraud - Account closed	0	0	0	1	0.25
Fraud - False Pretence Under \$5,000	1	2	3	1	1.75
Fraud - Forgery & Uttering	2	0	0	2	1.00
Fraud - Fraud through mails	3	1	3	4	2.75
Fraud - Master Code	2	2	3	1	2.00
Fraud - Money/property/security Over \$5,000	0	0	3	1	1.00
Fraud - Money/property/security Under \$5,000	1	8	10	14	8.25
Fraud - Other	6	15	21	12	13.50
Fraud - Steal/Forge/Poss./Use Credit Card	0	4	3	6	3.25
Identity Fraud	0	1	1	0	0.50
Interfere with lawful use, enjoyment of property	1	3	4	2	2.50
Mischief - Master Code	41	70	67	43	55.25
Mischief Graffiti - Non-Gang Related	3	2	2	2	2.25
Personation with Intent (fraud)	0	0	0	1	0.25
Possession of Stolen Goods over \$5,000	4	4	4	5	4.25
Possession of Stolen Goods under \$5,000	3	5	1	3	3.00
Property Damage	3	1	6	5	3.75
Theft from Motor Vehicles Over \$5,000	0	1	0	0	0.25
Theft from Motor Vehicles Under \$5,000	8	19	31	23	20.25
Theft of - All Terrain Vehicles	1	4	7	3	3.75
Theft of - Automobile	1	1	6	5	3.25
Theft of - Farm Vehicles	2	1	1	0	1.00
Theft of - Motorcycles	0	1	4	0	1.25
Theft of - Other Motor Vehicles	1	4	0	1	1.50
Theft of - Snow Vehicles	0	1	0	4	1.25
Theft of - Trucks	8	7	20	6	10.25
Theft of Motor Vehicle	4	3	1	6	3.50
Theft Over \$,5000 - Construction Site	0	0	1	0	0.25
Theft Over \$5,000 - Bicycles	1	0	0	0	0.25
Theft Over \$5,000 - Boat (Vessel)	1	0	1	0	0.50

OPP 2020 Calls for Service Details

Huron East M

For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Theft Over \$5,000 - Farm Agricultural Livestock	0	1	0	0	0.25
Theft Over \$5,000 - Farm Equipment	0	0	1	0	0.25
Theft Over \$5,000 - Mail	0	1	1	0	0.50
Theft Over \$5,000 - Master Code	0	1	0	0	0.25
Theft Over \$5,000 - Other Theft	0	2	4	0	1.50
Theft Over \$5,000 - Trailers	0	1	0	0	0.25
Theft Under \$5,000 - Bicycles	9	5	3	8	6.25
Theft Under \$5,000 - Building	1	1	1	1	1.00
Theft Under \$5,000 - Construction Site	4	0	3	1	2.00
Theft Under \$5,000 - Farm Agricultural Livestock	1	0	0	0	0.25
Theft Under \$5,000 - Farm Equipment	1	0	0	1	0.50
Theft Under \$5,000 - Gasoline Drive-off	0	1	2	3	1.50
Theft Under \$5,000 - Master Code	10	3	6	1	5.00
Theft Under \$5,000 - Other Theft	27	31	41	25	31.00
Theft Under \$5,000 - Persons	4	2	1	0	1.75
Theft Under \$5,000 - Trailers	3	4	1	3	2.75
Theft Under \$5,000 - Truck Load	0	0	0	1	0.25
Theft Under \$5,000 Shoplifting	2	3	3	1	2.25
Trafficking in Stolen Goods under \$5,000	0	1	0	0	0.25
Unlawful in a dwelling house	1	1	1	0	0.75
Willful act / Omission likely to cause mischief	0	0	0	3	0.75
Statutes & Acts	110	64	110	131	103.75
Children's Law Reform Act - Custody order	0	1	0	0	0.25
Custody Dispute	3	0	1	0	1.00
Landlord / Tenant	27	10	28	23	22.00
Mental Health Act	25	11	22	45	25.75
Mental Health Act - Attempt Suicide	9	2	4	3	4.50
Mental Health Act - No contact with Police	3	1	1	4	2.25
Mental Health Act - Placed on Form	0	3	5	10	4.50
Mental Health Act - Threat of Suicide	9	9	17	15	12.50
Mental Health Act - Voluntary Transport	5	3	5	7	5.00
Trespass To Property Act	27	23	27	24	25.25
Youth Criminal Justice Act (YCJA)	2	1	0	0	0.75
Traffic	107	125	113	127	118.00
MVC - Fatal (Motor Vehicle Collision)	2	0	0	0	0.50
MVC - Others (Motor Vehicle Collision)	0	1	0	2	0.75
MVC - Personal Injury (Motor Vehicle Collision)	6	8	8	7	7.25
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	8	2	15	11	9.00
MVC - Prop. Dam. Non Reportable	22	41	32	42	34.25
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	63	72	56	64	63.75
MVC (Motor Vehicle Collision) - Master Code	6	1	2	1	2.50
Violent Criminal Code	81	87	74	81	80.75
Aggravated Assault - Level 3	0	0	1	0	0.25
Assault - Level 1	33	27	29	30	29.75
Assault Peace Officer with weapon OR cause bodily harm	0	1	0	0	0.25

OPP 2020 Calls for Service Details

Huron East M

For the calendar years 2015 to 2018

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2015	2016	2017	2018	
Assault With Weapon or Causing Bodily Harm - Level 2	11	9	7	10	9.25
Criminal Harassment	11	13	13	8	11.25
Criminal Harassment - Offender Unknown	0	0	0	1	0.25
Forcible confinement	1	2	0	3	1.50
Indecent / Harassing Communications	0	3	1	1	1.25
Kidnapping	0	1	0	0	0.25
Murder 2nd Degree	0	0	0	1	0.25
Non-Consensual Distribution of Intimate Images	0	0	0	2	0.50
Robbery - Master Code	0	0	0	1	0.25
Sexual Assault	7	12	8	8	8.75
Sexual Interference	1	1	2	3	1.75
Utter Threats - Master Code	4	0	1	1	1.50
Utter Threats to Person	13	18	12	12	13.75

OPP 2018 Reconciled Year-End Summary
Huron East M
Reconciled cost for the period January 1 to December 31, 2018

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	3,936		
	Commercial and Industrial	<u>336</u>		
	Total Properties	<u><u>4,272</u></u>	193.02	824,561
Calls for Service				
	Total all municipalities	151,961,589		
	Municipal portion	0.4223%	150.23	641,796
Overtime			18.63	79,581
Prisoner Transportation	(per property cost)		1.87	7,989
Accommodation/Cleaning Services	(per property cost)		<u>4.80</u>	<u>20,506</u>
Total 2018 Reconciled Cost			<u><u>368.55</u></u>	<u>1,574,432</u>
Year Over Year Variance (reconciled cost for the year is not subject to phase-in adjustment)				
2017 Reconciled Cost per Property			356.84	
2018 Reconciled Cost per Property (see above)			<u>368.55</u>	
Cost per Property Variance	(Increase)		11.71	
2018 Billed Amount				<u>(1,524,195)</u>
2018 Year-End-Adjustment				<u><u>50,237</u></u>

Note

The Year-End Adjustment above will be included as an adjustment on the 2020 Billing Statement. This amount will be incorporated into the monthly invoice amount for 2020.

Huron Manufacturing Association

13-20-8



2019 **HMA** Awards of Excellence Gala

Thursday November 21 2019

Trade Show from 4:30 pm ~ Cocktails 5:00 pm

Opening Greetings 5:45 pm

Dinner 6:00 pm followed by Award Presentations

Brussels Four Winds Wedding & Event Barn

Tickets \$50 per person. Tables available for groups of 6 to 10.

Info & Tickets info@huronmanufacturing.ca



Media Training Session

Monday October 28, 2019

Central Huron Municipal Office
Town Hall Auditorium
23 Albert Street
Clinton, ON N0M 1L0

AGENDA

- 9:15 AM **Refreshments**
- 9:30 AM **Welcome**
Dwayne Evans, CAO
North Huron
- 9:35 AM - 11:00 AM **Media Communications & Best Practices**
Brian Lambie, President
Redbrick Communications
- 11:00 AM - 11:15 AM **Break**
- 11:15 AM - 12:30 PM **Media Communications & Best Practices**
Brian Lambie, President
Redbrick Communications
- 12:30 PM **Lunch**
- 1:00 PM - 2:00 PM **Issues Management/Crisis Communication**
Dave Clarke, CEMC Emergency Manager
County of Huron

In an effort to be environmentally conscious, the County and local municipalities will make all presentations available through the Clerk in an electronic format, for circulation to attendees.



Media Training Session

Monday October 28, 2019

Central Huron Municipal Office
Town Hall Auditorium
23 Albert Street
Clinton, ON N0M 1L0

Schedule of Events:

9:15 AM	Refreshments
9:30 AM	Presentations
12:30 PM	Lunch
1:00 PM	Presentations
2:00 PM	End of Session

Key Topics:

Media Relations
Social Media Best Practices
Media Communications & Best Practices for Elected Officials
Issues Management/Crisis Communication

Invited Speakers:

Brian Lambie, President
Redbrick Communications

Dave Clarke, CEMC Emergency Manager
County of Huron

Invited Municipalities:

Municipal Councillors and senior staff from all Huron County local municipalities.

Cost:

Approx. \$100.00 per person.
Lunch and Refreshments are included.
Municipalities will be invoiced following the sessions based on attendance per person.

Registration:

Please email Hannah Moore to confirm attendance and register by
Wednesday, October 9, 2019 at: hmoore@huroncounty.ca

Please note there is a limited capacity available for registration

13-20-10

**MUNICIPALITY OF HURON EAST
ADMINISTRATION COMMITTEE - MEETING MINUTES**

**Huron East Town Hall – Committee Room
Tuesday, September 24th, 2019 at 7:00 p.m.**

- Members Present:** Mayor Bernie MacLellan
Councillors Alvin McLellan, Larry McGrath, Robert Fisher
and Raymond Chartrand
- Members Absent:** nil
- Staff Present:** CAO/Clerk Brad Knight
- Others Present:** Councillors Brenda Dalton and John Lowe
Dave & Annette Stephenson (neighbouring property owners to Brussels
4-Winds Event Barn)

1. Call to Order

Chair Alvin McLellan called the meeting to order at 7:00 p.m.

2. Adopt Agenda

Moved by Ray Chartrand and seconded by Larry McGrath that the agenda be adopted as circulated. **Carried**

3. Declaration of Pecuniary Interests – None declared

4. Meeting Minutes

Moved by Bernie MacLellan and seconded by Ray Chartrand that the minutes of the Administration Committee meeting held on April 30th, 2019 be approved as circulated. **Carried**

5. Rates for Parkland and Sale of Municipal Road Allowances

Brussels Leo Club

The CAO presented his report concerning plans by the Brussels Leo Club to replace the existing playground equipment in the MVCA Conservation Area and on proposed changes to parkland contribution rates from lots created by severance and to the rates currently charged by the Municipality for the sale of unopened road allowances.

The CAO noted that the Brussels Leo Club had been fundraising to cover the costs of new playground equipment for the north end of the MVCA Park in Brussels. He noted that the cost was close to \$20,000 and most of the funds had either been raised or were being underwritten by the Brussels Lions Club. Although the Leo Club had not submitted a formal application to the Municipality or provided details of the MVCA's expectations of future maintenance, he suggested that the playground equipment would be maintained by the Municipality through BMG Recreation.

It was noted that the Municipality could pay the invoice to recover the HST from the project and that the Municipality may wish to consider an allocation from its parkland reserves to the project.

Moved by Ray Chartrand and seconded by Bernie MacLellan that the Administration Committee recommend to Council that the invoice from Blue Imp for playground equipment in the MVCA park be paid by the Municipality and further that the Municipality contribute \$1,000 from the parkland reserve fund to the project and further that the net amount remaining be set up as a receivable from the Brussels Leo Club. **Carried.**

Cash-in-Lieu of Parkland and for sale of Road Allowances

The CAO noted that Council had made inquiries about the need to raise both the cash-in-lieu for parkland amount (currently \$500 per residential property created by severance) and the amount from the sale of municipal road allowances (\$7,500 per acre).

The CAO advised that 20 lots had been created by severance in 2018 generating \$10,000 for parkland funds. The Committee noted that changes to County/Municipal severance policies had resulted in automatic rezonings at no cost for most severances which generated significant savings for the applicant. The CAO noted that the \$500 per lot fee was a standard fee across the County and that the issue would be discussed at a November Clerks planning meeting – the Committee agree to recommend an increase of at least \$250 to the Committee

The CAO noted that the price charged for the sale of unopened road allowances had been increased from \$3,200 to \$7,500 per acre in 2011. The Committee noted that the price of farmland had increased significantly since 2011 and this rate should be increased. The Committee noted that the Municipality received very little compensation for small parcels and given the work involved that perhaps a two-tier rate should be established/negotiated. It was noted that it could be precedent setting to try to negotiate or establish rates based on multiple factors and there was merit in one established rate.

Moved by Ray Chartrand and seconded by Bernie MacLellan that the Administration Committee recommend to Council that the value assigned to the sale of municipal road allowances be increased from \$7,500/acre to \$10,000 per acre effective January 1st, 2020 and that Administration Policy 1.15 be updated to reflect the changes. **Carried.**

6. RFP for Planning Services – Martin Property (Brussels)

The CAO provided a summary of the purchase of 19 acres in Brussels noting that 5 acres was currently designated and zoned for residential development and the other 14 acres was designated urban but zoned future development. He noted that the purchase had been finalized and that GM BluePlan had been retained to do some preliminary engineering with geotechnical work scheduled on the 5 acres after the corn was taken off. He suggested that the Municipality issue an RFP for planning services.

Moved by Bob Fisher and seconded by Bernie MacLellan that the CAO/Clerk be authorized to issue an RFP for planning services for the development of the Martin property (Brussels). **Carried**

7. Brussels Four Winds Barn – Parking & Noise Issues

The CAO noted that Dave and Annette Stephenson had presented a letter of concern to the August 6th, 2019 meeting of Council noting concerns with noise/parking issues with the Four Winds facility. It was noted that the parking issue had been raised again at the previous Council meeting.

The CAO advised that he had contacted the OPP to determine the number of complaints that had been filed with the OPP – he advised that the OPP had only received one noise complaint but had received several parking complaints.

It was noted that the building did not have air conditioning and the noise complaints were generally a result of the doors being open during the event. It was noted that guests at the event were causing issues with on-street parking and also blocking in owners/tenants on Turnberry Street. The CAO reviewed the site plan for the facility with the Committee noting that a significant part of the Four Winds property was to be paved and marked and the Municipality was currently withholding securities until the paving was completed. It was acknowledged that some of the parking space used by the Four Winds was outside the site plan and was owned jointly by the owner of the Four Winds and another individual and that the Municipality understood that the owner of the Four Winds was negotiating a severance/purchase of some of this parking area and that paving would be delayed until the property was secured. It was also noted that the Municipality had committed to paving the municipal parking lot at the corner of Elizabeth Street when the Four Winds paved their parking lot.

Annette Stephenson advised the Committee that with the hot weather during the past weekend, that the noise during the wedding/reception was extremely loud and she questioned the lack of management staff during such events.

Moved by Bernie MacLellan and seconded by Ray Chartrand that staff be directed to inform the owner of the Brussels Four Winds event facility that complaints are being received regarding event noise and parking issues and that the owner should take necessary corrective measures, including measures contained in his site plan agreement. **Carried.**

8. Vanastra Plant Paradise Property

The CAO updated the Committee on the status of inquiries made to Health Canada regarding the cannabis operation at the former Plant Paradise greenhouse property at 20 – Fifth Avenue, Vanastra. He noted that Health Canada had provided a response on July 31st, 2019 acknowledging the complaints from the Municipality but also provided details of the federal requirements for licensed personal production of cannabis for medical purposes.

The CAO also acknowledged that the occupants of the property had constructed a small addition to the residence on the property without obtaining a building permit. He confirmed that the Municipality issued a Stop Work order and Order to Comply on the date the complaint was received (August 26th, 2019).

The CAO noted that the owner of the property had inquired about some assistance from a local designer to prepare proper drawings for a permit, but in reviewing the property, municipal staff had noted that the buildings on the property exceeded the maximum lot coverage requirement of 40% and that a minor variance would be required before a building permit could be issued. He noted that staff would advise the owner of the requirement and that if the owner did not comply or obtain the minor variance and necessary permit, that Health Canada should be advised.

The Committee was in general agreement with the steps taken to date, but also indicated that if the owner did not comply, that the Municipality should take legal action to enforce the Stop Work order.

9. AMO Delegation

The CAO presented a summary of the Mayor's delegation to the Minister of Municipal Affairs at the recent AMO conference. The delegation had been requested based on the following issues:

- i. Lack of options to move residential development projects ahead when dormant
- ii. The inclusion of undeveloped infill lots as a component of sewage plan capacity allocations

It was noted that the Minister was generally receptive to the comments from Huron East and that Ministry staff had followed up with the CAO and the Huron East Planner to discuss options for the Municipality including using tools/mechanisms already available to municipalities including:

- Registration of plans of subdivision in phases so that sewage capacity is not pre-committed too far out in the event the subdivision doesn't occur or builds out slowly
- Municipalities have the ability to re-rate sewage plant capacities through a process with the MOE (already done for Seaforth)
- The Ministry is proposing changes to the Provincial Policy statement including the streamlining of the boundary adjustment process between municipalities.

10. Miscellaneous

10.1 Vehicle charging stations in urban areas

Deputy Mayor Fisher noted that the County was pursuing funding for 20 electric vehicle charging stations and suggested that Huron East should give consideration to several potential locations. It was noted that the Municipality would be interested in a site(s) and the site may be able to be incorporated in with road construction in Seaforth over the next two years but that other locations should also be considered.

10.2 Maitland Bank Cemetery Columbarium

The CAO advised that he had been contacted by the trustees of the Maitland Bank Cemetery over their proposed purchase of a columbarium. It was noted that perpetual care funds could not be used for the purchase and the Trustees had inquired about a potential loan from the Municipality. The Committee did not have any issues with the Municipality purchasing the unit and then holding a no-interest loan with the Cemetery as the purchased unit enhanced the services provided by the cemetery.

11. Adjournment

Moved by Bob Fisher and seconded by Ray Chartrand that the time now being 8:42 p.m. that the meeting do now adjourn until the next regular meeting at the call of the Chair. **Carried.**

Chair, Alvin McLellan

CAO/Clerk, Brad Knight

**MUNICIPALITY OF HURON EAST
PERSONNEL COMMITTEE MEETING
Huron East Council Chambers
Monday, September 30th, 2019, 7:00 p.m.**

Members Present: Mayor Bernie MacLellan, Councillors Alvin McLellan, Dianne Diehl, Ray Chartrand and John Lowe

Members Absent: Nil

Staff Present: Brad Knight, CAO/Clerk
Barry Mills, Public Works Coordinator
Tricia Thompson, A/P Clerk/Receptionist

Others Present: Deputy-Mayor Bob Fisher, Councillor Brenda Dalton

1. Call to Order

Chair Ray Chartrand called the meeting to order at 6:58 p.m.

2. Adopt Agenda

Moved by Dianne Diehl and seconded by John Lowe that the agenda be adopted as circulated. **Carried.**

3. Declaration of pecuniary interests and general nature thereof – none declared

4. Adoption of Meeting Minutes

Moved by John Lowe and seconded by Alvin McLellan that the Personnel Committee meeting minutes of July 18th, 2019 be adopted as circulated. **Carried**

5. Resignations of Public Works Staff

The CAO advised that two public works staff members (north patrol) had resigned. Curtis Bennett had resigned effective September 27, 2019 and had taken a similar position with the Municipality of Bluewater. Rick White had submitted his resignation effective December 31, 2019 as he was turning 65 in December

The Public Works Coordinator indicated that he was advertising for two positions. The Committee debated the need to replace both employees and if there was the opportunity to contract all or part of the positions with a private contractor. The Public Works Coordinator noted that private contractors were facing the same labour shortages that municipalities were and that it may be a challenge to add additional seasonal projects. He further noted the need to maintain a minimum compliment of staff and equipment and that public works operations were already supplemented with seasonal contracts and some other work currently being contracted out. He suggested that the Municipality continue with advertising the positions to see who may express interest.

Moved by Alvin McLellan and seconded by Dianne Diehl that he resignations of Curtis Bennett and Rick White as public works employees be accepted and that the Public Works Coordinator be authorized to advertise for two full-time employees. **Carried**

6. Updates to Employee Handbook

The CAO presented a report on the updated Employee Handbook. It was noted that the Handbook had been presented to the Committee at the previous meeting and in addition to updating the wording of several policies and reorganizing the structure of the Handbook, 3 new policies had been added (attendance & absenteeism policy, progressive discipline policy and substance use policy). At the previous meeting the Committee had suggested a number of small edits and amendments and had requested that staff investigate a revised long service award policy for employees. The current policies provided the following

- 10th anniversary – pen set
- 20th anniversary – wrist watch
- 25th anniversary – an anniversary clock or other similar gift

The CAO indicated that he along with Tricia Thompson had reviewed the policies of other municipalities in the area and they generally acknowledged employees every 5 years with gift certificates/vouches amounting to \$5 per year. He suggested the following revised policy

- 5 years – set of 2 glasses with Huron East crest and \$25 gift voucher
- 10 years – set of 4 glasses with Huron East crest and \$50 gift voucher
- recognition every 5 years thereafter with a gift voucher value at \$5 per year of service

Moved by Bernie MacLellan and seconded by Dianne Diehl that the Personnel Committee adopt the revised employee long service policy as presented. **Carried**

Moved by John Lowe and seconded by Dianne Diehl that the Personnel Committee recommend the revised Employee Handbook be presented to Council for approval. **Carried**

7. Seaforth Recreation Committee Vacancy (Bill Hughes)

The CAO noted that the issue of the vacancy of the SDCC committee had been raised by a Councillor and that there was now an additional vacancy on the Heritage Committee – he noted that he would like advertise both positions to determine the interest in the positions.

8. Closed Session (Section 239 of the Municipal Act, 2001)

Moved by John Lowe and seconded by Bernie MacLellan that pursuant to Section 239 (2) (b) of the Municipal Act, that the Personnel Committee go into closed session at 7:28 pm to discuss the following:

- a) 239 (2)(b) – personal matters about an identifiable person (BMG Facility Manager)
- b) 239 (2)(b) – personal matters about identifiable persons (employee specific grid placements)

and that the CAO, Deputy-Mayor Fischer and Councillor Dalton remain for the Closed Session. **Carried.**

Moved by Alvin McLellan and seconded by Dianne Diehl that the Personnel Committee reconvene in open session at 8:20 pm. **Carried**

Chairman Chartrand reported out that the Personnel Committee had discussed in Closed Session, a personnel issue at the BMG Community Centres and employee specific grid placements.

9. Adjournment

Moved by John Lowe and seconded by Alvin McLellan that the time now being 8:21 pm that the meeting do not adjourn until the next meeting at the call of the Chair. **Carried**

Chair, Ray Chartrand

CAO/Clerk, Brad Knight

**. MUNICIPALITY OF HURON EAST
PERSONNEL COMMITTEE MEETING
Huron East Council Chambers
Thursday, October 3rd, 2019, 5:30 p.m.**

Members Present: Mayor Bernie MacLellan, Councillors Alvin McLellan, Dianne Diehl, Ray Chartrand and John Lowe

Members Absent: Nil

Staff Present: Brad Knight, CAO/Clerk

Others Present: Councillor Brenda Dalton

1. Call to Order

Chair Ray Chartrand called the meeting to order at 5:22 p.m.

2. Adopt Agenda

Moved by Bernie MacLellan and seconded by Alvin McLellan that the agenda be adopted as circulated. **Carried.**

3. Declaration of pecuniary interests and general nature thereof – none declared

4. Closed Session (Section 239 of the *Municipal Act, 2001*)

Moved by Dianne Diehl and seconded by Alvin McLellan that pursuant to Section 239 (2) (b) of the Municipal Act, that the Personnel Committee go into closed session at 5:23 pm to discuss the following:

a) 239 (2)(b) – personal matters about an identifiable person (BMG Facility Manager) and that the CAO remain for the Closed Session.

Carried.

Moved by Dianne Diehl and seconded by Alvin McLellan that the Personnel Committee reconvene in open session at 5:45 pm. **Carried**

5. Adjournment

Moved by Bernie MacLellan and seconded by John Lowe that the time now being 5:48 pm that the meeting do not adjourn until the next meeting at the call of the Chair. **Carried**

Chair, Ray Chartrand

CAO/Clerk, Brad Knight

13-20-12

RURALTALKS: CLIMATE CHANGE IN HURON COUNTY
Identifying Priorities, Resources and Tools to Support Action Now

Sponsored/Presented by
Sustainable Huron, Huron County Economic Development Board & the Canadian
Centre for Rural Creativity

Wednesday, October 23rd, 2019
Blyth Memorial Community Hall, Blyth, Ontario
8.30 a.m. - 3.30 p.m. - Doors open for registration/coffee at 8:30 a.m.

Please **RSVP by Friday, October 18th, 2019**, to the Huron County Planning and Development Department at pdfrontdesk@huroncounty.ca (Note: There is no cost for registration and lunch is provided.)

AGENDA

- 9:00 a.m. WELCOME – Huron County Warden, Jim Ginn
- 9:10 a.m. KEYNOTE ADDRESS: Bruce Nagy – author of “The Clean Energy Age: A Guide to Beating Climate Change” with practical tips from over 700 experts on clean energy solutions, priorities, and success stories - a guide with practical, prioritized action steps.
- 10:00 a.m. SPEAKER: Chris Lee – from Walton, has constructed with wife, Judy, a rural residence that is the first high-performance home in the County achieving radical carbon targets, at market rate, using available resources, and compliant with Passive House principles.
- 10:15 a.m. SPEAKER: Lily Hamlin – Climate Change and Energy Specialist for the County of Huron, speaking about the development of a corporate Climate Adaptation Plan for the County. This will include an overview of the projected climate impacts for the area, as well as a discussion around the County’s corporate greenhouse gas emissions and goals for energy conservation.
- 10:30 a.m. BREAK
- 10:45 a.m. SPEAKER: Cristina Guido – Energy and Environment Specialist for the Town of Caledon, discussing the Town’s corporate energy approach, including financial mechanisms, monitoring and verification, and behaviour-based tools, and how this resulted in the Town passing their 2019 energy target. Cristina will also give an overview of the Town’s next five-year corporate Climate Change Strategy.
- 11:00 a.m. PANEL: Tools for Action Now - Moderated by Sandra Weber, Director of Huron County Planning and Development with Panelists Chris Lee, Bruce Nagy, Cristina Guido, Rob Blakeney (Passive House Engineer, member of eMerge), and Ray Letheren (Blue Bayfield)
- Noon LUNCH (Catered by White Carnation, Holmesville)

1:00 p.m. **BETTER DATA FOR BETTER DECISIONS: Special guest Dr. Patricia McCarney, President and CEO of the World Council on City Data (WCCD).**

A presentation with discussion to follow on building a database with standardized, verified, comparable and open data for sustainable, smart and resilient communities.

The vital role of standardized data, in keeping up with the stresses on resources and infrastructure, and dealing with climate change, poses a serious challenge for rural communities everywhere. The need to create effective planning, management and evidence-based policy making is a unique opportunity for rural Canada. The WCCD are leading data-driven planning and development for communities across the world.

3:30 p.m. **ADJOURN**

Presented/Sponsored by:

Sustainable
Huron
TAKE
ACTION



CANADIAN
CENTRE FOR
RURAL CREATIVITY



13-20-13



MENU

[About AMCTO \(/About\)](#)

[Education & Professional Development \(/Education-Events\)](#)

[Professional Accreditation \(/Professional-Accreditation\)](#)

[Resources & Publications \(/Resources-Publications\)](#)

[Advocacy & Policy \(/Advocacy-Policy\)](#)

[Policy Blog \(/Advocacy-Policy/Policy-Updates\)](#)

[Reports & Positions \(/Advocacy-](#)

[Policy/Reports-Positions\)](#)

[Legislative & Policy Advisory Committee Members \(/Advocacy-Policy/Legislative-Policy-Advisory-Committee\)](#)

[Connecting \(/Connecting\)](#)

[Municipal Careers \(/Municipal-Careers\)](#)

September 2019

Minister Clark Receives Regional Government Review Report

2019-09-26 11:35:04 AM

CATEGORIES: [Planning \(/Advocacy-Policy/Policy-Updates?topicCatID=24\)](#)

Minister of Municipal Affairs and Housing Steve Clark yesterday received the regional governance review report but reiterated that the report will not at this point be released publicly.

The review examines service delivery, governance and decision-making structures in the province's eight regional municipalities (Halton, York, Durham, Waterloo, Niagara,

Peel, Muskoka District, and Oxford County) and Simcoe County, and their lower-tier municipalities. A total of 82 municipalities were analyzed in a review led by Special Advisors Michael Fenn and Ken Seiling.

Minister Clark has repeatedly stated the report will remain confidential to Cabinet, including during his address (<https://www.amcto.com/Blog/May-2019/Minister-Clark-Addresses-AMCTO-Conference-Delegate>) at this year's 81st Annual AMCTO Conference. Minister Clark also suggested there is no timeline on a decision as his Ministry is taking their time looking at the 7,800 online submissions, which took place from March to April.

As one of two organizations specifically named in the Terms of Reference, former AMCTO President Angela Morgan presented ([https://www.amcto.com/Blog/May-2019-\(1\)/AMCTO-President-Presents-to-Regional-Governance-Re](https://www.amcto.com/Blog/May-2019-(1)/AMCTO-President-Presents-to-Regional-Governance-Re)) to the Regional Governance Review Special Advisors in May. President Morgan shared principles which AMCTO believes should govern any changes to the existing regional governance models.

Our position is guided by the following three positions:

- The review should be transparent through the release of the Special Advisors' report;
- Any changes or recommendations be supported by the local government expertise offered by our members; and
- Any changes should occur in cooperation with local governments.

AMCTO will continue to monitor this file and provide updates when they become available.

For more information, please see below:

AMCTO: Government to Review Regional Governance

(<https://www.amcto.com/Blog/January-2019/Government-to-Review-Regional-Governance>)

AMCTO: Government Launches Local Consultations on Regional Governance Review

(<https://www.amcto.com/Blog/March-2019/Government-Launches-Local-Consultations-on-Regiona>)

AMCTO: AMCTO President Presents to Regional Governance Review Panel

([https://www.amcto.com/Blog/May-2019-\(1\)/AMCTO-President-Presents-to-Regional-Governance-Re](https://www.amcto.com/Blog/May-2019-(1)/AMCTO-President-Presents-to-Regional-Governance-Re))

AMCTO: Minister Clark Addresses AMCTO Conference Delegates

(<https://www.amcto.com/Blog/May-2019/Minister-Clark-Addresses-AMCTO-Conference-Delegate>)

13-20-14

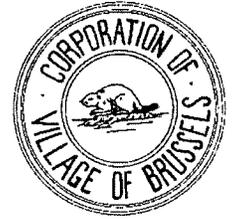
September 2019 Council Expenses

Date	Meetings	Raymond Chartrand	Brenda Dalton	Dianne Diehl	Bob Fisher	John Lowe	Bernie MacLellan	Larry McGrath	Alvin McLellan	Zoey Onn	Joe Steffler	Gloria Wilbee	Total
Aug. 18-21	AMO Conference	483.76										483.76	967.52
Sept 3	Council Meeting	150.98	150.98	150.98 34.42	150.98	150.98 23.90	150.98 10.52	150.98	150.98 33.46		150.98	150.98 18.16	1,630.26
Sept. 9	BMG Recreation Board					72.92			72.92 10.52				156.36
Sept. 11	CHIP					72.92 37.28							110.20
Sept. 12	SDCC Arena										72.92	72.92 18.16	164.00
Sept. 12	HE/Brussels Trust					N/C							0.00
Sept. 16	Council Meeting	150.98	150.98	150.98	150.98	150.98 23.90	150.98 10.52	150.98	150.98 33.46		150.98	150.98 18.16	1,595.84
Sept. 17	Brussels Fall Fair						25.00 35.85						60.85
Sept. 18	Mid-Huron Landfill/Recycling Meeting						72.92 30.59						103.51
Sept. 18	Seaforth BIA Meeting				72.92								72.92
Sept. 24	Administration Meeting	72.92			72.92		72.92 10.52	70.92	72.92 33.46				406.58
Sept. 26	Brussels Cemetery Board					72.92							72.92
Sept. 27	Website RFP Opening			72.92 34.42									107.34
Sept. 30	Personal Meeting	72.92		72.92 34.42		72.92 23.90	72.92 10.52		72.92 33.46				466.90
Sept. 30	Heritage Meeting											72.92 18.16	91.08
		931.56	301.96	551.06	447.80	702.62	654.24	372.88	665.08	0.00	374.88	1,004.20	6,006.28

13-20-15



Huron East/Brussels Community Development Trust



John Lowe, Secretary ~ jlowe@huroneast.com 519-887-9799

Kathy Sebastian, Chair ~ kathleen.sebastian@ed.amdsb.ca 519-450-9627

*Huron East/Brussels Community Development Trust meeting
Thursday, September 12th, 2019 - 7:30pm
Brussels Library – Community Room*

Present: John Lowe (Councilor), Kathy Sebastian, Zoey Onn (Councilor), Mike Thomas, Paul Nichol, Joe Seili

Absent: Paul Mutter **Guests:** none

Call to Order: Called by Chair Kathy Sebastian at 7:32pm.

Agenda: *Moved by Paul Nichol and seconded by Zoey Onn: "To accept the agenda as presented." Motion carried.*

Declaration of Pecuniary Interest: none

Deputations: none

Minutes of the Previous Meeting: *Moved by John Lowe and seconded by Mike Thomas: "To accept the minutes of September 5th, 2019 meeting as circulated." Motion carried.*

Financial Report:

Financial report, prepared by Huron East Treasurer Paula Michiels, was emailed out to all by prior to the meeting.

We have a loan from Huron East for our new electronic sign in the amount of \$15,991.58. Treasurer Paula wished to keep our investments whole and not risk the penalty of cashing early.

- Manulife account: \$17,670.31 including accrued interest as at August 31, 2019
- There was 2 deposits of investment interest totalling \$4987.50
- 6 GICs held at Sholdice Financial in the amount of \$535,000 as at September 4, 2019.
- Total funds available: \$552,670.31
- Original Trust established on September 7, 2001 with an opening balance of \$529,150.23.

Joe had contacted Paula to see if we could get better returns on our investments by entering into higher risk options. It was felt that indeed it would be too risky to endeavour.

Moved by John Lowe and seconded by Paul Nichol: "That the treasurer's report be accepted as presented." Motion carried.

Correspondence:

Secretary John sent out letters requesting funds to help support the new electronic sign to the following: Brussels Legion July 23rd, Brussels Lions Club & Optimist Club August 28th. No response as yet, however, the groups are in discussion.

Old Business:

MVCA Park/Playground upgrades: – Zoey reports the Leo's have reached their fundraising goal and the project will proceed. The community has been generous with donations. The equipment will be purchased through the Municipality to help lessen the HST charge and will be installed come Spring 2020. Zoey wondered about having a sign for all the donors. Excavating and concrete work still need to be arranged however closer to the date of install as well as advising Stewart Lockie, Supervisor, for MVCA.

Electronic sign: As noted above the request for funds have gone out and an article speaking to this project appeared in the 'The Citizen' in the September 5th edition. John updated the group that Artech Signs has indicated in an email today that they will be removing the old sign so they can get the bracket hole measurements. The sign is approx. 3 weeks behind in delivery. Discussion to use Gabel Electric to run new hydro to this sign was agreed upon as they are the electricians for the Medical-Dental building where the hydro source is.

BMG Community Centre upgrades: John states there is an Investing in Canada Infrastructure Grant that the Board will ask Council to pursue and apply for. The Rec Board and community members presented to both Morris-Turnberry and Huron East councils the results from the Campaign Coaches.

Butterfly Garden: Zoey provided an update. The current monuments structures are in need of repair and can be salvaged. Current plaques are on poorly making things look unprofessional. Zoey visited Wingham Memorials/Mac Anderson and that sign is somewhat ready, however, it was felt there was no rush from Wingham Memorials to get it finished up and delivered to us. Zoey has contacts with another business to provide the same plaques. Zoey offered the services of herself and Thom to perform what 'touch ups' need to be completed on-site in regards to grinding off old glue and bumps, re-parging and using a sealer. The group was in favour of proceeding with this advice.

Motion: "1) to end the services of Wingham Memorials and 2) draft a letter to Wingham Memorials stating the Brussels Trust will pick up their sign within 2 weeks of the date of said letter and furthermore Wingham Memorials prepare any outstanding invoices for the Trust to pay and 3) Stratford Memorials be appointed as the new contact for plaques for the Butterfly Garden." Moved by Paul Nichol and seconded by Joe Seili. Carried.

New Business: none

Closed Session: none

Adjournment and Next Meeting: Moved by Mike Thomas and seconded by Zoey Onn: "That the time now being 8:28pm the meeting be adjourned." Motion carried.

Date of next meeting: Thursday, December 12, 2019 at 7:30pm in the Brussels Library meeting room or at the call of the Chair.

13-20-16

To Members of Huron East Council.....

*You and a guest are invited to the
Launch of "Digging Digital"
to be held at the
Seaforth Golf Club*

42990 Front Road 1 Doig Dr, Seaforth, ON N0K 1W0

Friday, October 18th, 2019

Meet & Greet 5:30 pm

Introductions & Opening Remarks 6:00 pm

RSVP to jhawley@huroneast.com

DIGITAL
MAIN ST.

OBIAA

Ontario 

 **tabia**

**THE CORPORATION
OF THE
MUNICIPALITY OF HURON EAST
BY-LAW NO. 73 FOR 2019**

**A BY LAW TO AUTHORIZE A SITE PLAN CONTROL AGREEMENT
BETWEEN THE CORPORATION OF THE MUNICIPALITY OF HURON EAST AND
MIRIAM TERPSTRA**

WHEREAS the Corporation of the Municipality of Huron East deems it advisable and necessary to enter into a Site Plan Control Agreement with Miriam Terpstra to permit a banquet barn/hall facility at Lot 25, Concession 11, Except Part 1, Plan 22R-4481, Grey Ward, Municipality of Huron East, County of Huron;

AND WHEREAS the proposed development is subject to Site Plan Control pursuant to Section 41 of the Planning Act, RSO 1990, and By-law # 27-2014 of the Corporation of the Municipality of Huron East.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF HURON EAST ENACTS AS FOLLOWS:

1. That the Mayor and CAO/Clerk be and are hereby authorized and instructed to sign all of the necessary documents to conclude the Site Plan Control Agreement between the Corporation of the Municipality of Huron East and Miriam Terpstra.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY OF OCTOBER, 2019.

Robert Fisher, Deputy Mayor

Brad Knight, CAO/Clerk

Site Plan Control Agreement

THIS AGREEMENT made this 15th day of October, 2019.

BETWEEN:

MIRIAM ADRIENE TERPSTRA

(Hereinafter called the "Owner")

- and -

CORPORATION OF THE MUNICIPALITY OF HURON EAST

(Hereinafter called the "Municipality")

WHEREAS the Owner is the owner of the lands described in Schedule "A" hereto (the "Lands") and municipally known as 84483 McNaught Line, RR # 3, Brussels, Ontario, N0G 1H0;

AND WHEREAS the Owner and the Municipality held a pre-consultation meeting on May 14th, 2019;

AND WHEREAS the Municipality approved the plans and drawings submitted with the Owner's application on September 24th, 2019, subject to certain conditions, including the entering into of an Agreement with respect to the provision of facilities, works or matters as permitted by subs. 41(7) of the *Planning Act*, R.S.O. 1990, c. P. 13;

AND WHEREAS subs. 41(10) of the *Planning Act* permits the registration of this Agreement against the lands to which it applies;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the Parties hereto agree one with the other as follows:

1. Construction in Accordance with Plans and Drawings

The Owner covenants and agrees to develop the Lands and to construct and build such buildings or structures in substantial compliance with the plans and drawings set out in Schedule "B" of this Agreement.

2. Conditions

The Owner covenants and agrees to satisfy each of the conditions set out in Schedule "C" to this Agreement.

3. Fees and Charges

The Owner covenants and agrees to pay the Municipality the fees and charges set out in Schedule "D" to this Agreement. The Owner will be responsible for any other reasonable and foreseeable charges that may occur as a direct result of this development, provided that it shall not be responsible for any indirect claims for business disruption or loss of profits of 3rd parties arising out of the work.

4. Security

In order to guarantee compliance with all conditions contained herein, the Owner covenants and agrees to file with the Municipality prior or upon execution of this Agreement, a letter of credit in the amount of \$10,000. The aforesaid letter of credit shall be in a form approved by the Municipality, and the Owner covenants and agrees that the said letter of credit shall be kept in full force and effect and that it will pay all premiums as the said letter of credit becomes due or until such time as the Municipality returns the letter of credit. The letter of credit or other security will be released by Municipality and returned to Owner in accordance with the terms of Schedule "E". The Owner hereby acknowledges and agrees that should there be a deficiency in or failure to carry out any work or matter required by any clause of this Agreement, and the Owner fails to comply, within thirty (30) days following written notice, with a direction to carry out such work or matter, the Municipality may draw on the letter of credit to the extent necessary and enter onto the subject lands and complete all outstanding works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn. In place of a letter of credit, the Owner may deposit with the Municipality cash or certified cheque in an amount equal to the letter of credit and such deposit shall be held by the Municipality as security in accordance with this Agreement, provided that no interest shall be payable on any such deposit.

5. Minor Adjustments

- a) Minor adjustments to the requirements and provisions of this Agreement may be made subject to the approval of the Municipality provided that the spirit and intent of the Agreement are maintained. Such minor adjustments shall not require an amendment to this Agreement, however, the written approval of the Municipality is required before such minor adjustment can be made.
- b) The Municipality retains the right to request minor adjustments to the requirements and provisions of this Agreement, at the expense of the Owner, to address compatibility issues with adjacent or adjoining lands that the Municipality may reasonably determine necessary, provided that the spirit and intent of the Agreement are maintained.

6. Site Plan Limitations

The Owner and the Municipality covenants and agrees that the requirements of the Site Plan Agreement apply only to the area designated as an “on-farm diversified use” as shown on the Site Plan drawing attached hereto as Schedule B-1.

7. Entrance Permit

The Owner covenants and agrees to comply with the provisions of an entrance permit issued by the County of Huron on October , 2019 and the requirements of Huron County By-Law 22-2003 and any subsequent amendments thereto.

8. Water Supply

The Owner acknowledges the requirement under the provisions of the Ontario Health Protection & Promotion Act and Ontario Regulation 319/08 to register the drinking water supply system with the local Health Unit prior to an occupancy permit being issued for the banquet facility. The Owner covenants and agrees to register the drinking water system with the local Health Unit and maintain compliance the Ontario Health Protection & Promotion Act and with regulations of the Health Unit.

9. Hours of Operation & Frequency of Commercial Events

Commercial events (defined as non-family events) may be held a maximum of eight (8) times per month and shall be subject to the following operating hour limits:

- a) The duration of commercial events shall not exceed a maximum of 12 hours within any 24-hour period;
- b) All commercial events beginning on Sundays to Thursdays shall be limited to the hours of 9am to 11pm and all events beginning on Fridays and Saturdays shall be limited to the hours of 10am to 12am, provided that no event shall exceed the maximum duration in (a) above;
- c) Notwithstanding clause (b), for events that begin on a Friday or Saturday, a maximum of one (1) event per weekend may be operated to 2am, provided that no event shall exceed the maximum duration in (a) above.

10. Occupancy Limits

The Owner acknowledges the existence of and agrees to comply with a Wastewater Treatment Report by MTE Consultants Inc. dated June 21st, 2019 and that the banquet facility proposed under this Agreement is limited to 65 persons inclusive of staff for each commercial event .

11. Occupancy Limits & Hours of Operations – Further Limitations

The Owner and the Municipality covenants and agrees, that in the event that a licence(s) is issued by the Alcohol and Gaming Commission of Ontario (AGCO) that with respect to occupancy limits and/or hours of operation and any differences between the Site Plan Agreement and AGCO licence, that the lesser of the two shall apply in terms of occupancy limits or limits in hours of operation.

12. Noise and Odour Issues

The owner acknowledges that the banquet hall facility may be subject to odour, dust and noise from normal farm practices and that the Municipality has not applied Minimum Distance Separation Formula (MDS) to the siting of this facility. The Owner covenants to include the following clause in all commercial rented agreements.

“By signing this rental agreement, I hereby acknowledge and understand that the grounds and facilities may at times be subject to odour, dust, noise or other impacts due to normal farm practices occurring on the property or related to other farm operations in the area and agree to accept and fully assume all associated risks and to waive any and all claims that I have or that I would otherwise seek in the future.”

The Owner covenants to provide the Municipality with a copy of a standard commercial rental agreement prior to an occupancy permit being issued.

SCHEDULE "A"
SUBJECT LANDS

Lot 25, Concession 11 Grey Except Part 1, Plan 22R-4481. Municipality of Huron East, County of Huron

Schedule "B"

APPROVED PLANS AND DRAWINGS

The Owner agrees and covenants to construct all buildings, structures, works, services and facilities required under this Agreement in accordance with the below referenced municipally-approved plans and drawings. Plans and drawings may be reviewed in the Municipal Office of the Corporation of the Municipality of Huron East.

B.1 GENERAL ARRANGEMENT SITE PLAN

Identified as : Site Plan for Terpstra Banquet Barn
dated July 15th, 2019 with revisions to October 7th, 2019

Prepared by: GSP Group

Approved on: October 9th, 2019

B.2 SITE GRADING AND SERVICING PLAN

Identified as : Terpstra Banquet Hall Drawing C2-1
dated June 10th, 2019 with revisions to September 20th, 2019

Prepared by: MTE Engineering

Approved on: October 9th, 2019

B.3 OVERALL LANDSCAPE PLAN

Identified as : Terpstra Banquet Barn Drawing L1.0
dated July, 2019 with revisions to October 8th, 2019

Prepared by: GSP Group

Approved on: October 9th, 2019

B.4 LANDSCAPE PLAN ENLARGEMENT EAST OF EXISTING BUILDING

Identified as : Terpstra Banquet Barn Drawing L1.1
dated July, 2019 with revisions to October 8th, 2019

Prepared by: GSP Group

Approved on: October 9th, 2019

B.5 LANDSCAPE DETAILS

Identified as : Terpstra Banquet Barn Drawing L2.0
dated July, 2019 with revisions to October 8th, 2019

Prepared by: GSP Group

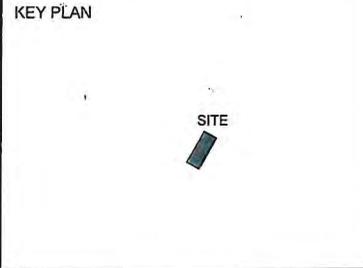
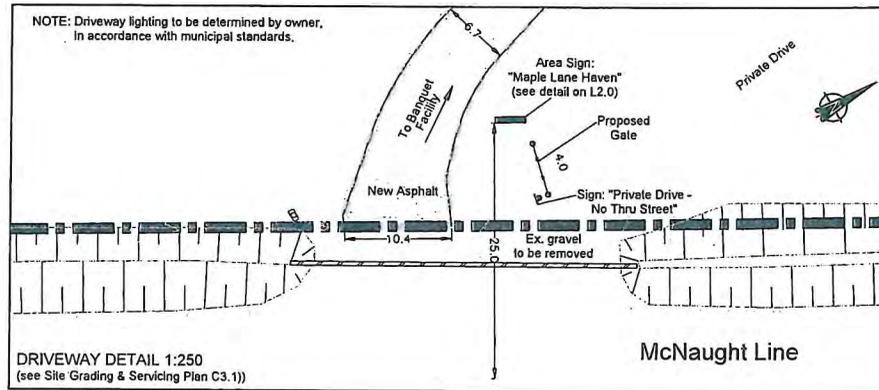
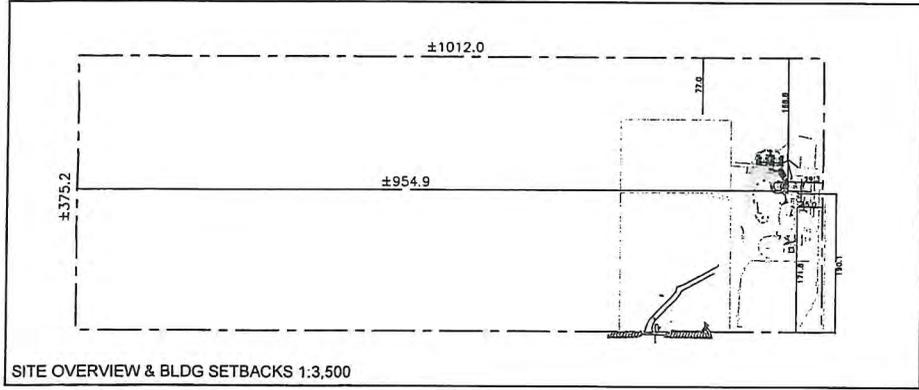
Approved on: October 9th, 2019

B.6 LANDSCAPE DETAILS

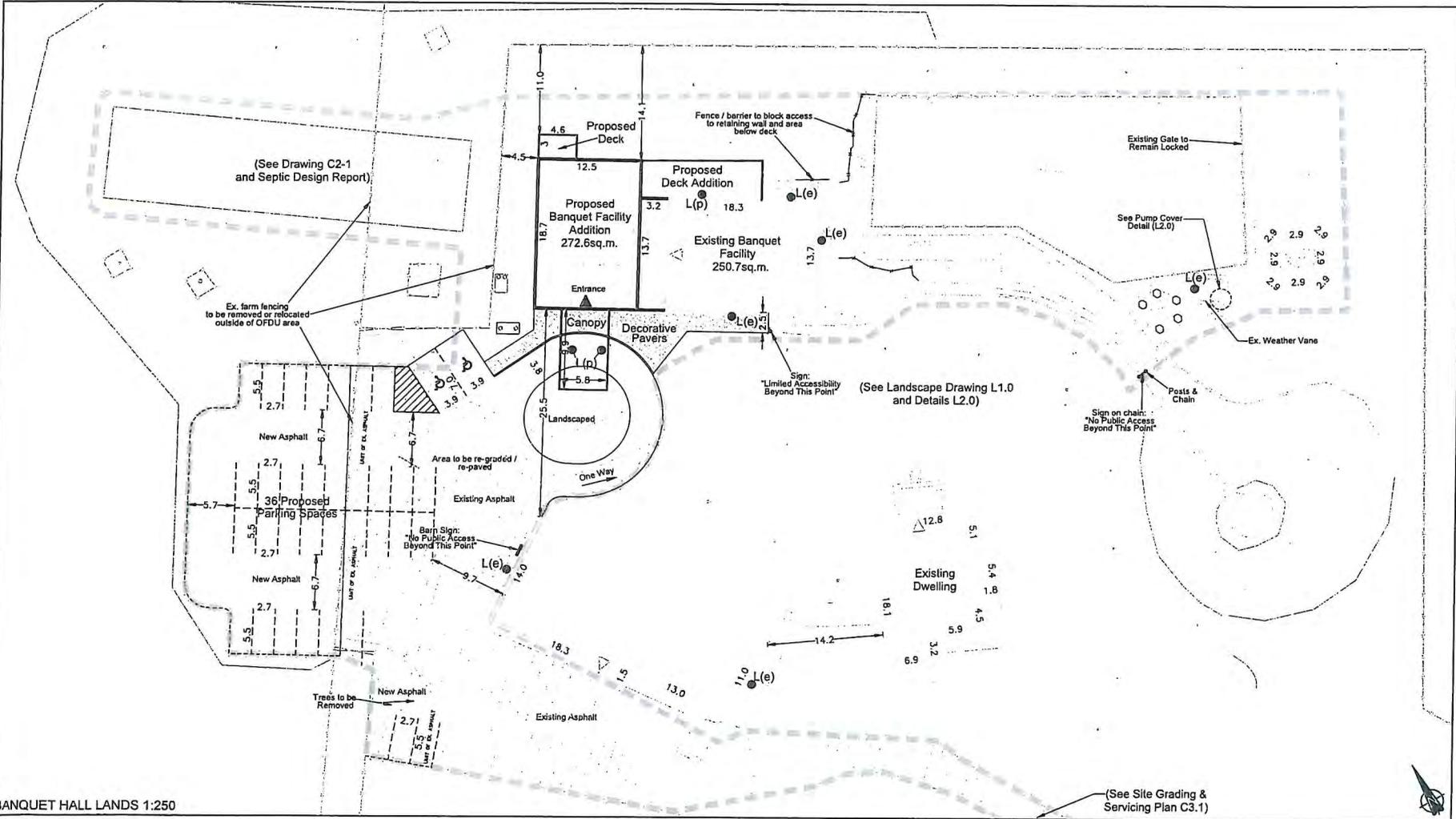
Identified as : Terpstra Banquet Barn Drawing L2.1
dated July, 2019 with revisions to October 8th, 2019

Prepared by: GSP Group

Approved on: October 9th, 2019



SITE PLAN
 Part of Lot 25
 Concession 11
 (Geographic Township of Grey)
 Municipality of Huron East
 County of Huron
 84483 McNaught Line



SITE DATA
 ZONING: Agricultural Commercial Industrial Exception Two (AG3-2) Zone
 On-farm Diversified Use (assembly hall).

TOTAL LOT AREA: 38.6ha.
 BUILDING AREA:
 Existing: 4,665.2sq.m.
 Proposed: 272.6sq.m.
 Total: 4,937.8sq.m.

ITEM	VALUE	NOTE
Property Area	38.6ha	1.1% max. OFDU = 6.0ha
On-farm Diversified Use Area	7.44ha	Total area incl. Existing & Shared Lanesways 100% exempt = 2.43ha
Existing & Shared Lanesways	2.43ha	

Zone Regulations	Required	Provided	NOTE
Front Yard Setback	25m	108.0m	CR 1.99m/Height Line
Side Yard Setback	7.5m	38.5m	
East Side Yard Setback	17m	369.2m	Cranbrook Rd
Rear Yard Setback	7.5m	175.5m	
OFDU Area	6.04ha	4.01ha	(7,443m ² - 2,433m ² = 4,810m ²)
Building Area	535m ²	523.3m ²	
Parking			
- Banquet Hall	17 Spaces	17 spaces	65 seat capacity (1 special seats required)
- Accessible	2 Spaces	2 Spaces	1 for first 20 spaces plus 1 per 100 spaces or part thereof (section 3.27.5)

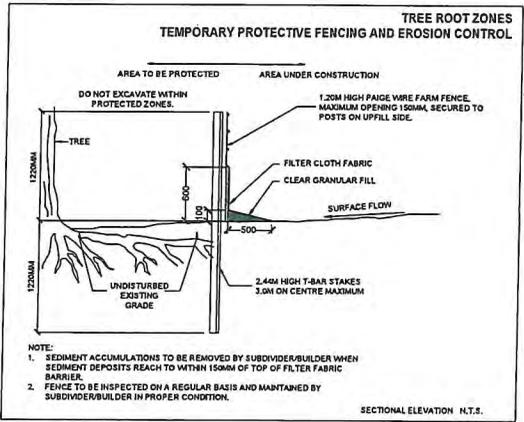
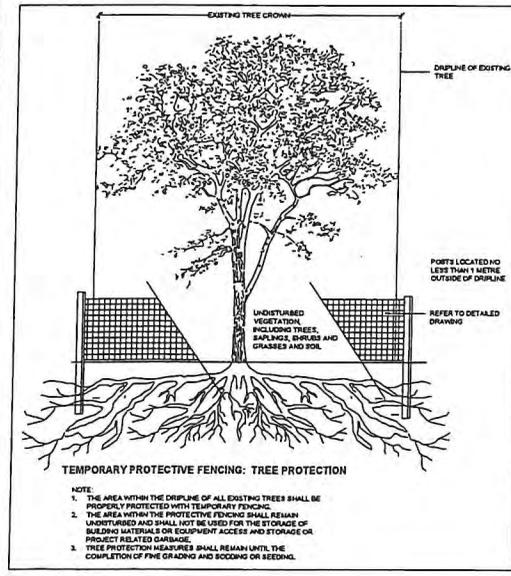
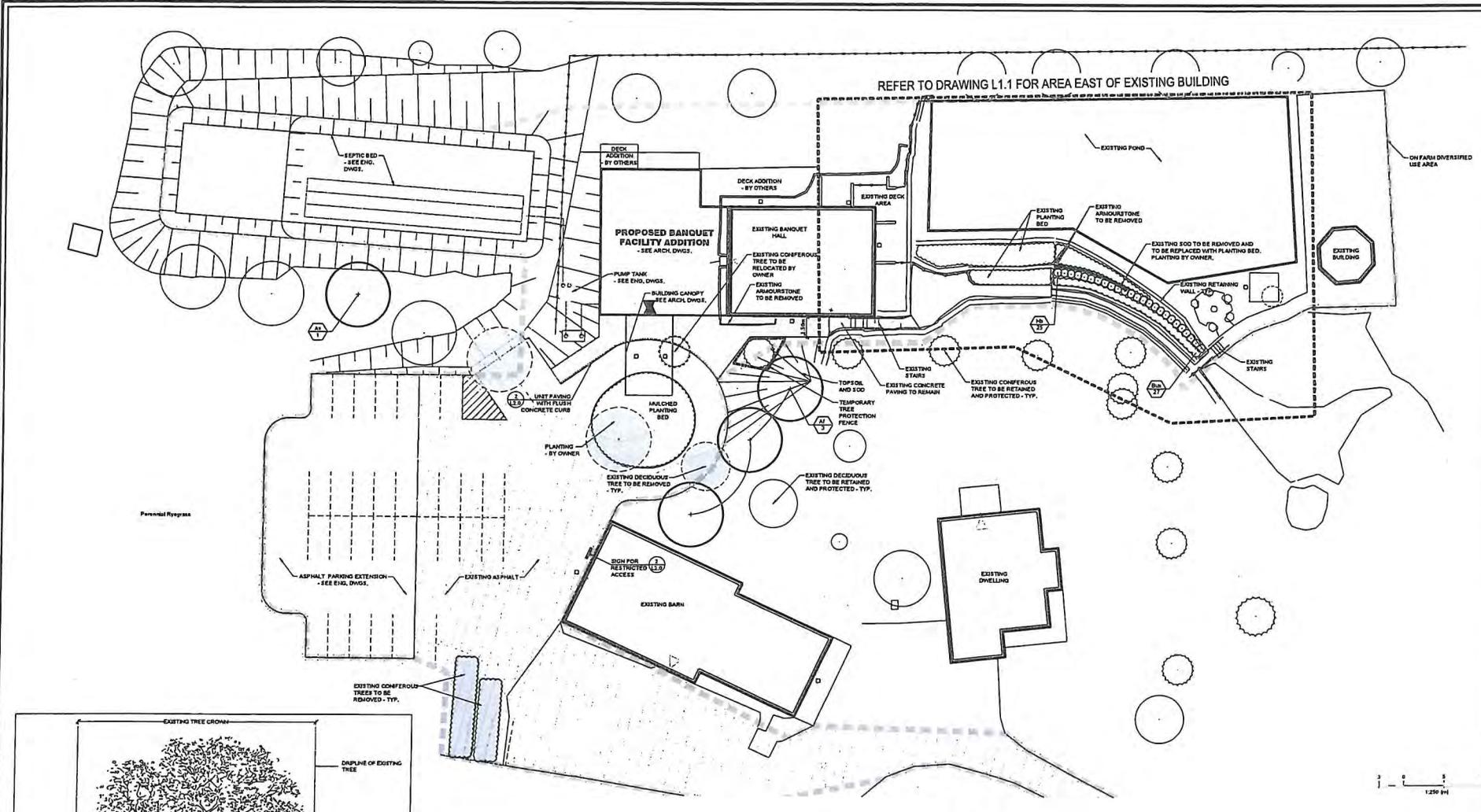
- LEGEND**
- L(e) EXISTING LIGHTING
 - L(p) PROPOSED LIGHTING

NOTE:
 1. PROPOSED BANQUET FACILITY SIGN TO COMPLY WITH MUNICIPAL BY-LAWS AND SIGN PERMIT REQUIREMENTS.

GSP group
 PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE
 gspgroup.ca

REVISIONS
ISSUED FOR SITE PLAN APPROVAL October 7, 2019

Date: July 15, 2019 | Drawn By: RTJ/SL | Dwg. File Name: sp18102641.dwg
 Scale: as noted | Printed On: 18102641



PLANT SCHEDULE

DECIDUOUS TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
A1	3	Acer freemanii 'Jeffersred'	Aulium Blaze Maple	50mm Cal.	W.B.	
Aa	1	Acer saccharum 'Green Mountain'	Green Mountain Sugar Maple	50mm Cal.	W.B.	
CONIFEROUS SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING
Bux	27	Buxus s' 'Green Velvet'	Green Velvet Boxwood	40cm	3 gal.	1m
DECIDUOUS SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING
Hb	25	Hydrangea paniculata 'Bobo'	Bobo Hydrangeas	3 gal.		1m

1/L1.0

MCNAUGHT LINE

SITE KEY PLAN N.T.S.
84483 MCNAUGHT LINE, BRUSSELS, ON

LEGEND

- EXISTING FENCE
- EXISTING RETAINING WALL
- CONCRETE LIMIT PAVING
- EXISTING DECIDUOUS TREE TO BE REMOVED
- EXISTING CONIFEROUS TREE TO BE RELOCATED
- EXISTING DECIDUOUS TREE TO BE RETAINED AND PROTECTED
- EXISTING CONIFEROUS TREE TO BE RETAINED AND PROTECTED
- DECIDUOUS TREE
- CONIFEROUS TREE
- PLANT REFERENCE
- QUANTITY
- MATCHED PLANTING BED
- TOPSOIL AND SOO
- TOPSOIL AND SEED
- PROPOSED LIGHTING

NOTES:

1. DRAWINGS NOT TO BE USED FOR CONSTRUCTION UNLESS AUTHORIZED BY THE LANDSCAPE ARCHITECT.
2. CONTRACTOR SHALL REPORT ANY DISCREPANCIES BETWEEN THE DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCEMENT OF THE WORK.
3. TOPOGRAPHIC SURVEY PROVIDED BY SITE (AALY 2019).
4. ALL MEASUREMENTS ARE IN METERS UNLESS OTHERWISE NOTED.

TERPSTRA BANQUET BARN
84483 MCNAUGHT LINE

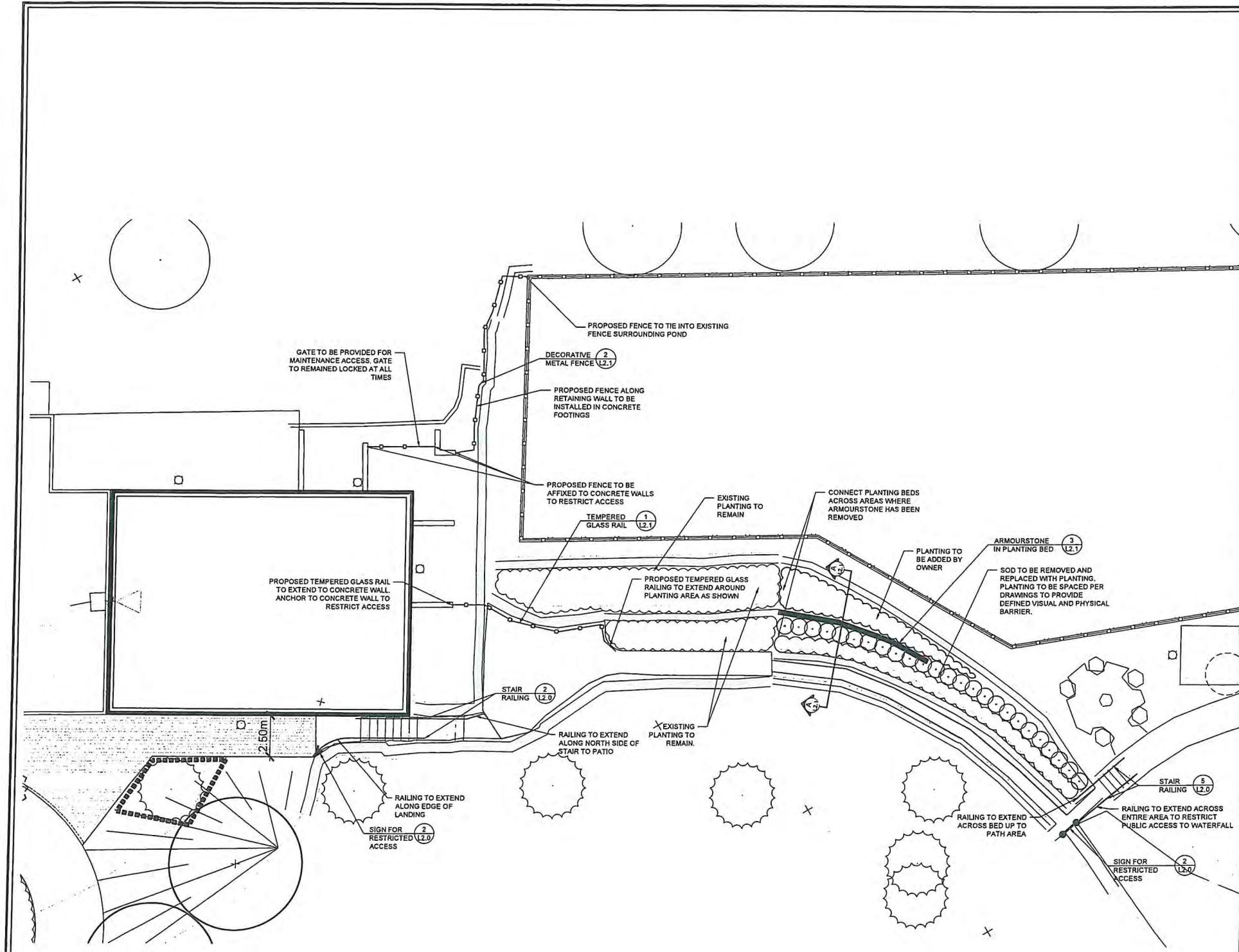
OVERALL LANDSCAPE PLAN

NOT FOR CONSTRUCTION

GSP
www.gspgroup.ca

L1.0

B.3 OVERALL LANDSCAPE PLAN



1/L1.0

NONAUGHT LINE

SITE KEY PLAN 1/1.1
34483 MCNAUGHT LINE, BRUSSELS, ON

LEGEND

- EXISTING FENCE
- EXISTING RETAINING WALL
- CONCRETE UNIT PAVING
- EXISTING DECIDUOUS TREE TO BE REMOVED
- EXISTING CONIFEROUS TREE TO BE RELOCATED
- EXISTING DECIDUOUS TREE TO BE RETAINED AND PROTECTED
- EXISTING CONIFEROUS TREE TO BE RETAINED AND PROTECTED
- DECIDUOUS TREE
- PLANT REFERENCE
- MULCHED PLANTING BED
- TOPSOIL AND SOD
- TOPSOIL AND SEED
- PROPOSED LIGHTING

NOTES:

1. DRAWINGS NOT TO BE USED FOR CONSTRUCTION UNLESS AUTHORIZED BY THE LANDSCAPE ARCHITECT.
2. CONTRACTOR SHALL REPORT ANY DISCREPANCIES BETWEEN THE DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCEMENT OF THE WORK.
3. TOPOGRAPHIC SURVEY PROVIDED BY MTE (JULY 2019).
4. ALL MEASUREMENTS ARE IN METERS UNLESS OTHERWISE NOTED.

TERPSTRA BANQUET BARN
34483 MCNAUGHT LINE

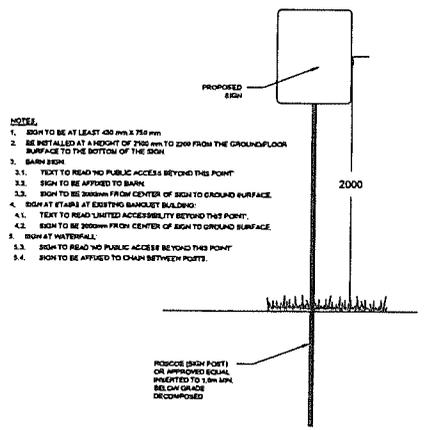
LANDSCAPE PLAN
ENLARGEMENT EAST OF EXISTING BUILDING

NOT FOR CONSTRUCTION

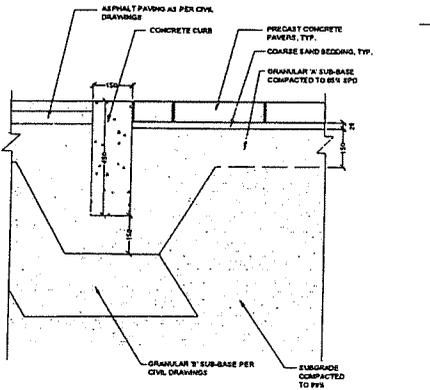
GSP
1000 Lakeshore Blvd. East, Suite 100
Toronto, Ontario M5G 1S7
Tel: 416-491-1111
www.gsp.ca

L1.1

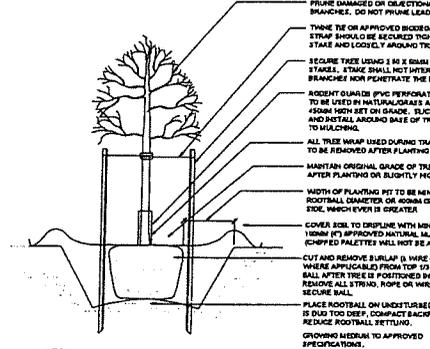
B.4 LANDSCAPE PLAN ENLARGEMENT EAST OF EXISTING BUILDING



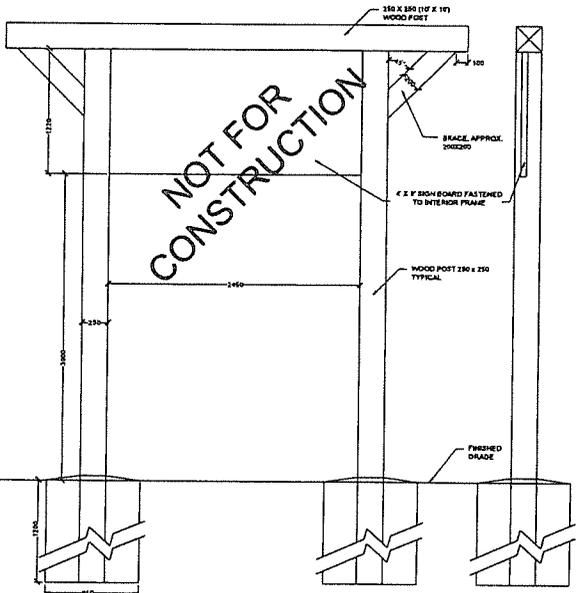
○ SIGN FOR RESTRICTED ACCESS
N.T.S.



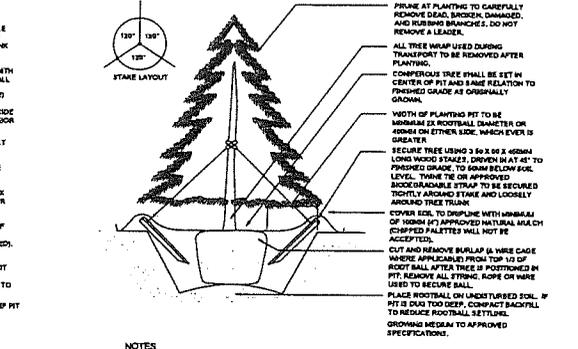
○ UNIT PAVING WITH FLUSH CONCRETE CURB
Scale 1:10



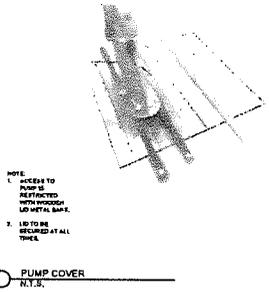
○ NOTES:
1. GROWING MEDIUM MIX: 4 PARTS TOPSOIL, 1 PART COMPOST, 1 PART SHREDDED PEAT & APPLICATION OF HIGH PHOSPHOROUS FERTILIZER (20-20)
2. PLANT MATERIAL SHALL BE THOROUGHLY WATERED AT TIME OF PLANTING.
3. TREE SHALL BEAR SAME RELATION OR SLIGHTLY HIGHER TO FINISHED GRADE AS ORIGINALLY GROWN.
4. TREE SHALL BEAR SAME RELATION OR SLIGHTLY HIGHER TO FINISHED GRADE AS ORIGINALLY GROWN.
5. PLANT STOCK MOVED WHILE IN LEAF SHALL BE COVERED WHILE IN TRANSIT. ROOTS SHOULD BE KEPT MOIST UNTIL PLANTED. TREES IN LEAF TO BE TREATED WITH ANTI-DESICCANT.
6. DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
7. STAKING IS TO OCCUR ONLY AT THE DIRECTION OF THE LANDSCAPE ARCHITECT.
8. 100MM HIGH SAUCEUR EXCEPT WHEN PLANTING IN BED.



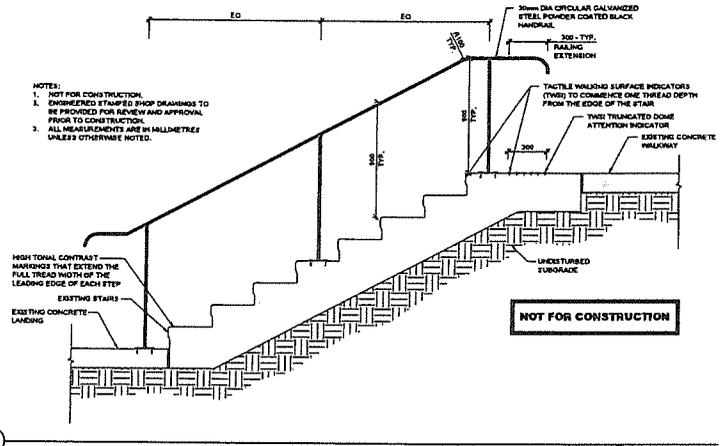
○ AREA SIGN
1:20



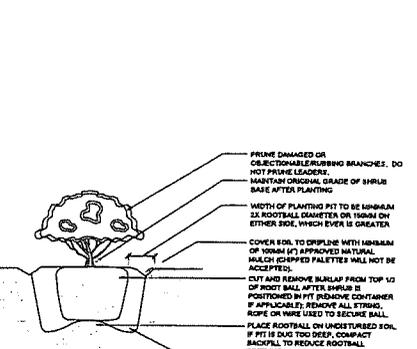
○ NOTES:
1. GROWING MEDIUM MIX: 4 PARTS TOPSOIL, 1 PART COMPOST, 1 PART SHREDDED PEAT & APPLICATION OF HIGH PHOSPHOROUS FERTILIZER (20-20)
2. PLANT MATERIAL SHALL BE THOROUGHLY WATERED AT TIME OF PLANTING.
3. PLANT MATERIAL SHALL BE SET PLUMB IN THE MIDDLE OF THE PIT.
4. TREE SHALL BEAR SAME RELATION OR SLIGHTLY HIGHER TO FINISHED GRADE AS ORIGINALLY GROWN.
5. PLANT STOCK MOVED WHILE IN LEAF SHALL BE COVERED WHILE IN TRANSIT. ROOTS SHOULD BE KEPT MOIST UNTIL PLANTED. TREES TO BE TREATED WITH ANTI-DESICCANT.
6. DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
7. STAKING IS TO OCCUR ONLY AT THE DIRECTION OF THE LANDSCAPE ARCHITECT.
8. 100MM HIGH SAUCEUR EXCEPT WHEN PLANTING IN BED.



○ PUMP COVER
N.T.S.



○ NOTES:
1. NOT FOR CONSTRUCTION
2. ENGINEERED STAMPED SHOP DRAWINGS TO BE PROVIDED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
3. ALL MEASUREMENTS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.



○ NOTES:
1. GROWING MEDIUM MIXTURE: 4 PARTS TOPSOIL, 1 PART COMPOST, 1 PART SHREDDED PEAT & APPLICATION OF HIGH PHOSPHOROUS FERTILIZER (20-20)
2. PLANTING BED SHALL BE THOROUGHLY WATERED IMMEDIATELY AFTER PLANTING & PRIOR TO MULCHING.
3. FOR POTTED SHRUBS, SATURATE CONTAINER/ROOTBALL PRIOR TO REMOVAL OF CONTAINER BEFORE PLANTING.
4. SHRUBS ARE TO BE SPACED AS DIRECTED.
5. ALL DIMENSIONS ARE IN MILLIMETERS.

NOTES:
1. ALL MEASUREMENTS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

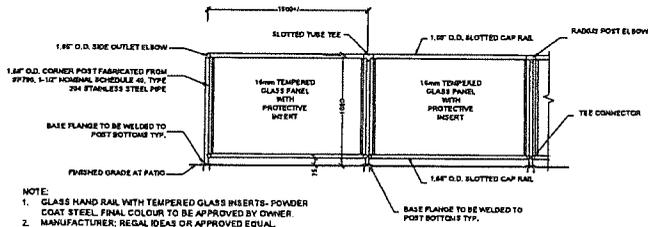
TERPSTRA BANQUET BARN
84483 MCNAUGHT LINE

LANDSCAPE DETAILS

NOT FOR CONSTRUCTION

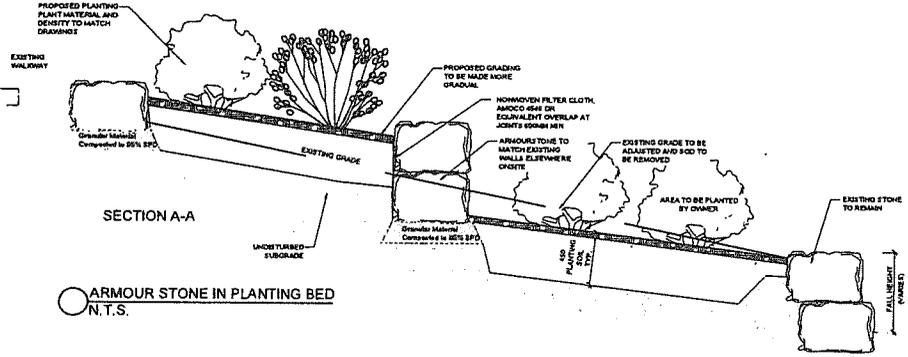
GSP
GUYSON PAVING & CONSTRUCTION LTD.
1100 SHEPPARD AVENUE EAST, SUITE 100
SCARBOROUGH, ONTARIO M1B 4Y7
TEL: (416) 291-1100
WWW.GUYSONPAVING.COM

L2.0

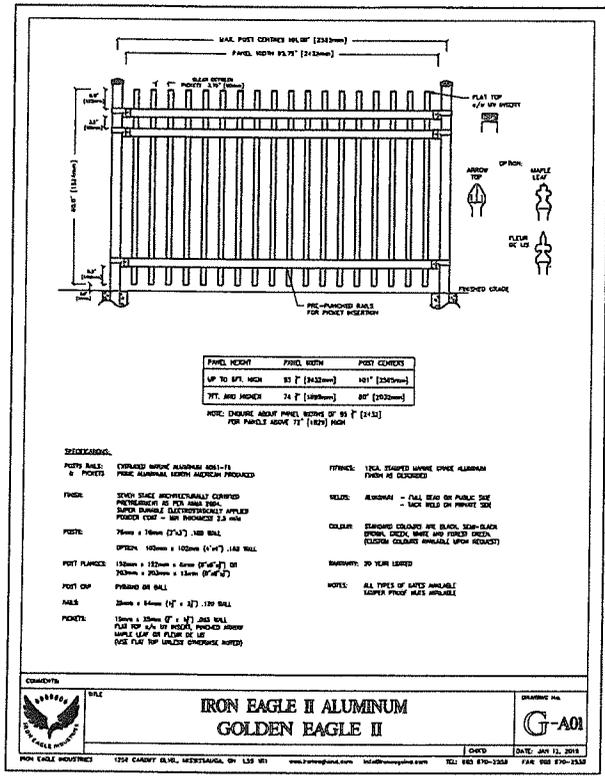


- NOTE:
1. GLASS HAND RAIL WITH TEMPERED GLASS INSERTS- POWDER COAT STEEL. FINAL COLOUR TO BE APPROVED BY OWNER.
 2. MANUFACTURER, REGAL IDEAS OR APPROVED EQUAL.
 3. FOLLOW MANUFACTURER RECOMMENDED INSTALLATIONS FOR ANCHOR IN CONCRETE PAVING.
 4. CONFIRM AVAILABILITY OF REQUIRED ANGLED ELBOWS PRIOR TO ORDERING MATERIALS.

TEMPERED GLASS RAIL
1:25



SECTION A-A
ARMOUR STONE IN PLANTING BED
N.T.S.



DECORATIVE METAL FENCE
1:20

NOTE:
1. ALL MEASUREMENTS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

TERPSTRA BANQUET BARN
84483 MCNAUGHT LINE

LANDSCAPE DETAILS

NOT FOR CONSTRUCTION

GSP

2.1

Schedule "C"

CONDITIONS OF SITE PLAN APPROVAL

1. The Owners covenant and agree to:

- **Access facilities:** The Owner shall install and maintain delineated entrances/exits at all locations shown on the approved drawing. Entrance/exit driveways shall be surfaced with hot-mix asphalt and maintained in accordance with Huron County By-Law 22-2003
- **Maintenance of facilities and works:** The Owner acknowledges and agrees that its obligations hereunder are to construct, install and maintain the works including the replacement or relocation or repair of any of the works which are damaged or altered in connection with the installation of any such infrastructure.
- **Surfacing :** Final Site surfacing shall be completed in accordance with Drawing C2.1.
- **Snow Removal:** All snow that is removed from the entrance/exit driveways, internal driveways, vehicle parking areas, and vehicle manoeuvring areas shall be kept/stored on the subject property and shall not adversely affect site line visibility at laneway entrances/exits to McNaught Line.
- **Lighting:** Exterior and/or outdoor lighting provided with the use of the subject property shall be located , installed and oriented to prevent glare on the adjacent properties and roadways.
- **Drainage:** Surface water shall be controlled in such a manner that ensures there is no new or additional run-off onto adjacent properties and road right of ways/ roads.
- **Landscaping:** The Owner shall complete (subject to climatic conditions) and maintain landscaping and planting on the lands in accordance with the approved site plan to the satisfaction of the Municipality.
- **Signage:** All signage for the subject property shall comply with the requirements of the Municipality of Huron East Signage By-law.

Schedule "D"

FINANCIAL PAYMENTS

The Owner covenants and agrees to pay to the Municipality, upon execution of this Agreement, the following fees:

1. Legal Fees for the preparation of this Agreement, the registration of this Agreement and the registration of any accessory agreements and documentation necessary to effect this Agreement;
2. Review fees of the Municipality's Engineer for the review of drawings and plans associated with this Agreement.
3. Review Fees by the Planner for the Municipality to conduct a review for compliance with the Municipality's Official Plan and Zoning By-law

Schedule "E"

RELEASE OF SECURITIES

Securities will be released when the building is fully completed and all the site work has been completed as per the Plans and Drawings noted in Schedule "B" in accordance with the following schedule:

- a) 50% of the securities will be released upon the issuance of an occupancy permit for the banquet hall facilities
- b) 25% of the securities will be released upon completion of the entrance to McNaught Line (County Road 19) and the County of Huron has provided a letter of acceptance of said entrance.
- c) The balance of the securities will be released one year after the occupancy permit has been issued

**THE CORPORATION
OF THE
MUNICIPALITY OF HURON EAST
BY-LAW NO. 74 FOR 2019**

Being a by-law to temporarily stop up the intersection of Main Street (County Road 12) and Flora Street, a portion of Flora Street, Ainley Street and McCutcheon Drive within the Brussels Ward and Main Street (County Road 12), Goderich Street East, Gouinlock Street, Victoria Street and George Street East within the Seaforth Ward.

WHEREAS the Municipal Act, S.O. 2001, c.25, s.42, as amended, authorizes a municipality to delegate to a committee of council or to an employee of the municipality, subject to any conditions which the municipality may impose, the power to close a highway temporarily for any purpose specified in the by-law;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East is desirous of closing specific roads in the Brussels Ward of the Municipality of Huron East to accommodate the parade being held on Remembrance Day November 11th, 2019;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East is desirous of closing specific roads in the Seaforth Ward of the Municipality of Huron East to accommodate parades being held on Remembrance Day on November 11th, 2019;

NOW THEREFORE the Council of the Corporation of the Municipality of Huron East enacts as follows:

1. Intersection of Main Street (County Road 12) and Flora Street, Brussels Ward, will be closed in accordance with the requirements of the County of Huron as follows:
 - a) Monday, November 11th, 2019 from 10:00 a.m. to 11:30 a.m. (Parade)
2. The following streets will be closed for the Remembrance Day Parade on Monday, November 11th, 2019 between the hours of 10:00 a.m. to 11:30 a.m.:
 - a) Flora Street from Turnberry Street (County Road 12) and Ainley Street
 - b) Ainley Street between Flora Street and McCutcheon Drive
 - c) McCutcheon Drive between Ainley Street and Turnberry Street (County Road 12)

3. Main Street (County Road 12) and Goderich Street East, Seaforth Ward, will be closed in accordance with the requirements of the County of Huron as follows:
 - a) Monday, November 11th, 2019 from 10:30 a.m. to 12:30 p.m. Main Street (County Road 12) between Huron Street and Gouinlock Street, Seaforth Ward (Remembrance Day Parade).

4. The following streets will be closed for the Remembrance Day Parade on Monday, November 11th, 2019 between the hours of 10:30 a.m. to 12:30 p.m.:
 - a) George Street East from Main Street South to Victoria Street
 - b) Victoria Street from George Street East to Gouinlock Street
 - c) Gouinlock Street from Victoria Street to Main Street South

5. This by-law shall come into force and take effect on the date of final reading thereof.

Read a first and second time this 15th day of October, 2019.

Read a third time and finally passed this 15th day of October, 2019.

Robert Fisher, Deputy Mayor

Brad Knight, CAO/Clerk

**THE CORPORATION
OF THE
MUNICIPALITY OF HURON EAST
BY-LAW NO. 75 FOR 2019**

Being a by-law to confirm the proceedings of the Council of
the Corporation of the Municipality of Huron East.

WHEREAS, the Municipal Act, S. O. 2001, c. 25, as amended, s. 5 (3) provides municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, the Municipal Act, S. O. 2001, c.25, as amended, s. 8 provides a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Huron East at this meeting be confirmed and adopted by By-Law;

NOW THEREFORE the Council of the Corporation of the Municipality of Huron East
ENACTS AS FOLLOWS:

1. The action of the Council of the Corporation of the Municipality of Huron East, at its meeting held on the 15th day of October, 2019 in respect to each recommendation contained in the Reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Huron East at these meetings, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and the proper officials of the Corporation of the Municipality of Huron East are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Municipality of Huron East referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Municipality of Huron East.

READ a first and second time this 15th day of October, 2019.

READ a third time and finally passed this 15th day of October, 2019.

Robert Fisher, Deputy Mayor

Brad Knight, CAO/Clerk