

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - September 7, 2021, 12:00 PM

MEETING - Civic Centre

Session #12

Microsoft Teams meeting

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1. **Call to Order - Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
 - 3.1 Session no 11 - 03 August 2021 3 - 4
4. **Items Referred from Council - None**
5. **New Business**
 - 5.1 Internet Service Renewal 5 - 11
 - 5.2 2144 - W Brunetta - NOMA Per Diem Claims 12 - 16
 - 5.3 POA Resumption of In-person POA Court Attendance 17 - 24
 - 5.4 2146 - MOS 831 Huffman Court 25 - 30
 - 5.5 2147 Sept 30 - National Day for Truth and Reconciliation 31
 - 5.6 Covid 19 Vaccine Policy 32 - 57
6. **Outstanding Items - None**
7. **Information**
 - 7.1 Fire Rescue Service - July 2021 Report 58 - 59

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7.2 Water Fund Financial Statement to July 31, 2021	63 - 67
7.4 Capital Fund Financial Statement to July 31, 2021	71 - 75
7.3 Sewer Fund Financial Statement to July 31, 2021	68 - 70
8. <u>In-Camera - None</u>	
9. <u>Adjourn / Next Meeting Date - 21 September 2021</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #11

August 3, 2021

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually in the Civic Centre on August 3, 2021 from 12:00 p.m. to 1:15 p.m.

PRESENT: Chairperson W. Brunetta, A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, L. Slomke, Clerk, K. Haney, Deputy Clerk, P. Briere, By-law enforcement, Wayne Riches, Captain of Fire Prevention and Education, Randy Thoms, B93, Merna Emara, Fort Frances Times

REGRETS: Councillor D. Judson

1. Call to Order @ 1200 hrs/ Roll Call

2. Disclosure of pecuniary interest and the general nature thereof - none

3. Approval of Previous Committee Minutes

3.1 Session no 10 - 22 June 2021 - Accepted as presented

4. Items Referred from Council

4.1 Deputation form - Riverside Foundation for Health Care - Discussion included challenging other communities and possibility of utilizing any surplus remaining, however final decision to be determined at year end as not included in 2021 budget.

5. New Business

5.1 Community Risk Assessment - Overview of risk assessment presented by Wayne Riches, Captain of Fire Prevention and Education. Fire Department to review document annually for revisions, if needed. In depth review to be conducted every five years as per OFM requirements.

5.2 Emergency Management Program Committee - 2021 Compliance - Review completed by Emergency Management Program Committee as required by legislation from the Province. Pandemic inclusion review coming next year. Accepted as presented.

5.3 2021/34-357/358 - 110 First St E - Accepted as presented.

5.4 2021/35 - 357/358 - 202 Second St E - Accepted as presented.

5.5 2021/37 - 357/358 - 814 Scott St - Accepted as presented.

5.6 2021/38 - 357/358 - 319 First St E - Accepted as presented.

5.7 2021/39 - MOS - 318 Scott St - Accepted as presented.

5.8 2021/40- MOS- 951 McIrvine Rd N - Accepted as presented.

5.9 2021/41- MOS- 780 Kings Highway - Accepted as presented.

5.10 2021/42- Amended Property Assessment Notice- 615 First Street West - Accepted as presented.

- 5.11 Statement of Operations - ending June 30, 2021 - General Fund - Accepted as presented.
- 5.12 Statement of Operations - ending June 30, 2021 - Water Fund - Accepted as presented.
- 5.13 Statement of Operations - ending June 30, 2021 - Sewer Fund - Accepted as presented.

6. Outstanding Items - None

7. Information

- 7.1 Fire Rescue Service June 2021 - Accepted as presented.

8. In-Camera - None

9. Adjourn @ 1248 hrs / Next Meeting Date - September 7, 2021

Executive Committee Chair

Doug Brown, CAO

Date: Tuesday, September 7th, 2021
To: Administration & Finance Executive Committee
From: Jeremy Hughes, Information Technology Manager
Subject: Internet Service Renewal

BACKGROUND

In 2018, the Town of Fort Frances (*the "Town"*) entered into an Internet service agreement with Tbaytel for 36 months. The term of this contract is now expired.

DETAILS

The proposed contract renewal will compel the Town to pay 100% of costs for Internet service at a monthly rate of \$159.90 (plus tax) for the next 3 years. This term commitment makes a discount of \$50/month available to the Town over the regular monthly rate of \$209.90, a savings of 23.8% each month, or \$1,800 total over 3 years.

Tbaytel's proposed 500 Mbit service offering presents a total cost of \$0.33/Mbit per month, which is competitive with Shaw's current 300 Mbit service with a total cost of \$0.53/Mbit per month.

The Fort Frances Power Corporation is currently invoiced for 15% of the Town's Internet service costs.

RECOMMENDATION

Tbaytel has provided excellent Internet service to the Town over the past 3 years. It is recommended that the proposed Business Service Agreement be executed for an additional 36 months. This renewal will not preclude the Town from pursuing a similar renewal with Shaw for redundant Internet service.

ATTACHMENTS

Attached is a document titled *Tbaytel Wireline Business Proposal* (6 pages).

Administration & Finance Executive Committee approval of this report will agree with the recommendation to:

- 1) Execute a binding Business Service Agreement with Tbaytel for the Town's Internet service, with a total operating cost of \$5,858, over a period of 36 months, through July in 2024.

Tbaytel Wireline Business Proposal



Town Of Fort Frances
740 Scott St
Fort Frances, ON P9A 1H8

Dear Jeremy Hughes,

On behalf of Tbaytel, I would like to thank you for giving us the opportunity to work together to customize the right telecommunications solutions for the unique needs of your business. We are confident Tbaytel's suite of products and services will be the right decision to keep your business moving in the right direction.

For over 110 years, Tbaytel has recognized the importance of evolution and innovation helping us to grow to become the largest independently owned telecommunications provider in Canada. Our team of employees strive to deliver best in class service throughout our extensive products and services including Internet, Voice, Wireless, TV and Security.

Our team of dedicated Customer Relationship Managers focus on more than just sales. We are committed to learning and understanding the needs of your business to find the solution that's right for you, plus we will be there for you the entire way; before, during and after the sale.

Enclosed in your Business Proposal package, you will find your service agreement that was created based on our initial assessments of your business objectives as well as our associated Terms and Conditions. Please review all documents carefully and ensure you let your dedicated Account Manager know if you have any questions or concerns.

Sincerely,



Justin Nucci
Director – Sales
Tbaytel

Business Service Agreement

Town Of Fort Frances hereinafter called the Customer, requests Tbaytel to furnish the service, equipment and/or facilities specified on Schedule "A", attached hereto and forming part of this Agreement, on the premises of the Customer at the locations listed on Schedule "A".

TERMS AND CONDITIONS SPECIFIC TO THIS AGREEMENT:

Services as listed on Schedule "A" are for a term of **(36)** months (the "Contract Term"). This Agreement will take effect once service(s) have been installed or upgraded.

1. Early Termination by Customer

- 1.1 The Customer may terminate this Agreement at any time before the end of the Contract Term by giving notice to Tbaytel at least thirty (30) days before the proposed early termination date. If a customer terminates the agreement early, the Customer shall pay to Tbaytel one hundred percent (100%) of all fees and taxes listed in the attached schedule for the remaining months of the Contract Term.
- 1.2 Should the Customer's wired services be terminated due to business closure, relocation outside of Tbaytel's serving territory or deactivated due to minimal use, Tbaytel at its sole discretion may consider the waiving of penalties or termination charges.

2. Moves/Adds/Changes

- 2.1 For services provided on Fibre, should the Customer relocate to another office space within Tbaytel's Fibre serving territory during the Contract Term, the terms and conditions of this Agreement will remain in force. If the customer relocates to a location that does not currently support Fibre, Tbaytel will make an effort to provide the same level of service at the new location with the following requirements;
 - 1.1.1 The Customer will provide Tbaytel with at least a 6 month lead time at the onset of construction season to complete any necessary outside work; and
 - 1.1.2 The Customer may be responsible for additional build costs in the event they exceed the maximum subsidized amount by Tbaytel.

If Tbaytel cannot provide Fibre at the new location or if the cost to provide Fibre cannot be absorbed by the customer, Tbaytel will transfer this Agreement to Tbaytel services delivered over Copper infrastructure.

- 2.2 For services provided on Copper, should the customer move to an area with Fibre available and would like Fibre services, Tbaytel will make an effort to migrate the customer to a Fibre solution at the new location with the following requirements;
 - 2.2.1 The Customer will provide Tbaytel with at least a 6 month lead time at the onset of construction season to complete any necessary outside work; and
 - 2.2.2 The Customer may be responsible for additional build costs in the event they exceed the maximum subsidized amount by Tbaytel.

Customer Initials _____

Pricing and Changes

- 2.3 The Customer is entitled to an annual pricing review upon request. During this time, if Tbaytel pricing of the same or directly equivalent wired service has decreased, the rate will be adjusted for future months based on execution of a new Contract Term.
- 2.4 Tbaytel may change the terms of this Agreement, including the rates, by giving the Customer at least 30 days' notice in writing, unless the Customer is in a fixed pricing agreement if or otherwise specified.
- 2.5 If the customer is interested in migrating to an alternative or new Tbaytel wired solution that is offered at different rates, Tbaytel at its sole discretion may consider renegotiating the terms of this Agreement.

3. Equipment

- 3.1 If the Customer terminates service, the Customer must return any rented equipment in working condition. If the equipment is not returned to Tbaytel, Tbaytel reserves the right to charge the Customer the replacement costs of the equipment. This includes additional rental equipment added after signing this Agreement associated with the services outlined in Schedule A.

4. Successors and Assigns

- 4.1 This Agreement may not be assigned by Customer without the prior written consent of Tbaytel, such consent not to be unreasonably withheld. Tbaytel may, without consent, assign this Agreement in connection with a corporate reorganization or merger or to any entity that controls, is controlled by or is under common control with Tbaytel or to a purchaser of all or substantially all of its assets or business, and in any such event, Tbaytel shall be released from its obligations here under to the extent they are assumed by the assignee.

5. Terms of Service

- 5.1 By signing this Agreement, the Customer understands that they are bound by Tbaytel's Business Service Terms of Service, which form part of this Agreement and can be found at <http://www.tbaytel.net/termsofservice>. Tbaytel reserves the right to amend the Terms of Service from time to time and it is the Customer's responsibility to check the website regularly for updates.

Customer Initials _____

Tbaytel_____
Signature_____
Dan Pella_____
Printed Name_____
Aug 3, 2021_____
Date_____
Manager – Business Sales_____
Title**Customer**

I agree to all of the terms and conditions set out in this Agreement and have reviewed Tbaytel's Business Service Terms of Service.

(If the customer is a corporation) I confirm that I am an officer of the Corporation and have the authority to bind the Corporation and this contract has been approved by the Corporation's Board of Directors.

Signature_____
Date_____
Printed Name_____
Title (Duly Authorized)_____
Signature_____
Date_____
Printed Name_____
Title (Duly Authorized)

Schedule A: Business Service Agreement

CONTRACT BUSINESS NAME:	Town Of Fort Frances
CONTRACT TERM:	36 Months
CONTRACT START DATE:	August 1, 2021
CONTRACT END DATE:	July 31, 2024
CUSTOMER ACCOUNT #:	5302803500
SERVICE ADDRESS:	320 Portage St. Fort Frances, ON P9A 3P9

PRICING GRID – Promotional, fixed term, or contracted pricing effective upon execution of agreement

Service Description	Location	Duration	Regular Rate	Discount	Final Rate (per service)
Fibre 500 with static IP address	320 Portage Ave. Fort Frances Civic Centre	36 Months	\$209.90	\$50.00	\$159.90

Customer Initials _____

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
BOARD OF DIRECTORS MEETING
AGENDA**

Wednesday, June 23, 2021

Zoom Meeting – link included in your calendar invite.

9:30 am EST

8:30 am CST

1. CALL TO ORDER AND WELCOME

2. APPROVAL OF/ADDITIONS TO THE AGENDA

MOTION: THAT the agenda be approved as presented.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION: THAT the minutes of the Board meeting held April 28, 2021, be approved as presented.

4. APPROVAL OF THE FINANCIAL REPORT

MOTION: THAT the financial report be approved as presented.

5. New Business

SPEAKER

5.1 Hydro One Resolution 9:40-9:50

Dylan &
Sarah Hicks

5.2 Element 5 – Housing Presentation 9:50-10:20

5.3 NOHFC Resolution

A. Strawson

5.4 AMO Delegations

A. Strawson

5.5 NPI Update – Research Hours

A. Strawson

5.6 MTO Meeting Update

A. Strawson

5.7 MOF Meeting Update

A. Strawson

5.8 CSWB Plan Update

M. Vermette

5.9 Critical Minerals Update

M. Vermette

5.10 Natural Gas Review Update

A. Strawson

6. UPDATE FROM DISTRICT MUNICIPAL ASSOCIATIONS/LEAGUE

5.1 Update from TBDML

5.2 Update from KDMA

5.3 Update from RRDMA

7. ISSUE TRACKER/UPDATES (IF ANY)

- Non-urgent Patient Transport – Norm Gale
- OMPF – Rick Dumas
- Police Costs –Section 10 – Doug Lawrance
Section 31 – Norm Gale
- Conservation Lands – Doug Hartnell
- Mining – Mark Vermette & Mark Wright

- Nuclear Waste Management Org –Kevin Kahoot
- Railway Taxation – Doug Hartnell
- NOSM: Physician Recruitment – Wendy Brunetta
- WSER Regulation Dechlorinating Wastewater – Mark Wright

8. ADJOURNMENT

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: September 1, 2021
SUBJECT: Councillor Wendy Brunetta– NOMA Per Diems

BACKGROUND

Attached are two Schedule “F” Travel Statement – Mayor/Council Honorarium per diems in the total amount of \$160.00 to attend the NOMA Executive Board Meetings virtually on June 23, 2021 and August 11, 2021 as submitted by Councillor Wendy Brunetta.

The per diem claims are in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
BOARD OF DIRECTORS MEETING
AGENDA**

Wednesday, August 11, 2021

Zoom Meeting – link included in your calendar invite.

9:30 am EST

8:30 am CST

1. CALL TO ORDER AND WELCOME

2. APPROVAL OF/ADDITIONS TO THE AGENDA

MOTION: THAT the agenda be approved as presented.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

MOTION: THAT the minutes of the Board meeting held June 23, 2021, be approved as presented.

4. APPROVAL OF THE FINANCIAL REPORT

MOTION: THAT the financial report be approved as presented.

5. New Business

SPEAKER

5.1 AMO Delegation Packages

A. Strawson

5.2 NWMO Nuclear Waste Site Position Discussion & Next Meeting

A. Strawson

5.3 Indigenous Task Force Update

W. Landry

5.4 Strategic Plan Update

A. Strawson

6. UPDATE FROM DISTRICT MUNICIPAL ASSOCIATIONS/LEAGUE

5.1 Update from TBDML

5.2 Update from KDMA

5.3 Update from RRDMA

7. ISSUE TRACKER/UPDATES (IF ANY)

- Non-urgent Patient Transport – Norm Gale
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- Railway Taxation – Doug Hartnell
- NOSM: Physician Recruitment – Wendy Brunetta
- WSER Regulation Dechlorinating Wastewater – Mark Wright


8. ADJOURNMENT

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Exec Mtg
Location	VIRTUAL
Dates	June 23/21

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			June 23					
Amount			\$ 80					

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

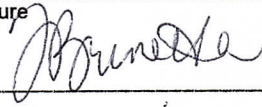
To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Executive Board
Location	Virtual 8:30am – noon
Dates	Aug 11/21

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Aug 11/21					
Amount			\$80					\$80

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date Aug 12/21

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee

FROM: Lisa Sheppard, Provincial Offences Administration

DATE: August 20, 2021

SUBJECT: Resumption of In-person POA Court attendance (Base court location of 320 Portage Avenue, Fort Frances, Ontario)

BACKGROUND

As a result of the COVID -19 global pandemic and in order to ensure the safety of all participants; in-person Provincial Offences court attendance was suspended by the Chief Justice of Ontario beginning March 16, 2020. During the past 17 months; municipal court locations quickly pivoted and readied their sites for remote proceedings, installed and implemented safety measures in accordance with the Ministry of Attorney General Recovery Secretariat policies and protocols, base court sites were inspected by the Public Services Health and Safety Association (PSHSA), participated in and completed Court Recovery Verification Checklists, HVAC studies, prepared a POA Base Court Safety Plan, risk assessment and other numerous readiness preparations.

On January 5th, 2021 our POA Court location of 320 Portage Avenue was inspected virtually by PSHSA and found to be in compliance with all suggested safety measures including but not limited to: signage, multiple hand sanitizing stations, physical distancing measures, plexiglass dividers and barriers, face covering and Personal Protective Equipment (PPE) policies that aligns with the provincial court process, COVID positive case notification process policy, established active in-person screening procedures (as well as an option to screen online for our court location through the Provincial Courthouse Screening tool) for our court location, staff education on health and safety, implemented enhanced cleaning measures and etc.

The next step as per the Recovery Secretariat led readiness protocol - was to implement and train for remote proceedings for some POA court matters. The ZOOM platform (MAG approved the use of ZOOM platform with enhanced security protocols) was installed, staff were trained and a mock trial was held to “iron out any kinks” for equipment, microphones, cameras etc... and their use in a remote court proceeding. Our POA court location received approval to proceed by way of ZOOM on March 18th, 2021. This has absolutely modernized the way some appropriate court services can be delivered. However – remote proceedings do require access and familiarity with internet. The geographical area our POA Court Administration serves is vast and internet access can be unreliable or spotty in many locations in our district. In addition; not everyone has a personal PC, or a cell phone or a quiet and secure place to access a remote court proceeding using the ZOOM platform. For this reason; the goal has always been to work towards a safe resumption of in-person court attendance where necessary or for those matters where the Ontario Court of Justice and the Judiciary feels it is necessary.

It is my understanding that the ability to attend a court proceeding remotely will now always remain and be an efficient method (as it has proven to be an efficient modernization) – however the option for in-person attendance when necessary or required will be the final step in POA Courts resumption.

On August 13th, 2021 – our POA Court location received the final Endorsement Letter and HVAC report from Ministry of Attorney General Recovery Secretariat to support the move through our Municipal

Approval to reopen our POA court location at 320 Portage Avenue, Fort Frances, Ontario for the resumption of in-person court proceedings. Court scheduling and the deployment of judicial resources for municipal courts is at the sole discretion of the Ontario Court of Justice and the final determination as to when in-person matters can be scheduled at any specific Municipal location will be determined by the Office of the Chief Justice and in conjunction with our Regional Senior Justice of the Peace office.

I respectfully request Mayor and Council provide their approval for the resumption of in-person court attendance at our Fort Frances POA Court location of 320 Portage Avenue, Fort Frances, Ontario.

Review of Site Readiness Materials and Verification Report

**Municipal Courthouse Location: Fort Frances Provincial Offences Courthouse
320 Portage Avenue, Fort Frances, ON P9A 3P9**

To: Municipal Court Manager

We would like to thank you all for the ongoing leadership you have provided throughout these challenging times.

To prepare for the resumption of in-person appearances, your municipal courthouse has implemented the same preventative measures that are in place in provincial courthouses. These include:

- Completing a courthouse risk assessment;
- Establishing necessary preventative measures, including:
 - Active screening at courthouse entrances
 - Personnel to support entrance screening and compliance monitoring
 - Enhanced cleaning and supporting cleaning staff
 - Face covering and Personal Protective Equipment (PPE) policy that aligns with provincial court processes at a minimum
 - Installation of plexiglass and hand sanitizer stations
 - COVID-19 positive case notification process
 - Heating, ventilation and air conditioning (HVAC) data monitoring and reporting

To further support your readiness, and in alignment with provincial court reopening, a verification exercise was completed in conjunction with the Public Service Health and Safety Association (PSHSA) to ensure that the necessary preventative measures to support the resumption of in-person proceedings are in place.

The Recovery Secretariat (RS) of the Ministry of the Attorney General (MAG) has reviewed the completed verification report and supporting information provided by your municipality. Based on this review, the ministry is endorsing you to seek municipal approvals to reopen for in-person court proceedings with the understanding that you are obligated to ensure all necessary precautionary measures remain in place, including the positive COVID-19 notification process and HVAC data gathering and reporting requirements.

Each Municipal Partner is solely responsible for ensuring that all necessary preventative measures are in place in alignment with provincial courts and the health and safety recommendations and advice from Public Health Ontario and the Office of the Chief Medical Officer of Health.

The ministry and the RS relied on the information provided in the third-party verification report and the assertions made by each Municipal Partner in the endorsement process. Neither MAG nor the RS make any representation, warranty or guarantee, expressed or implied, as to the accuracy of the information provided, and assumes no liability or responsibility in ensuring all necessary preventative measures are in place and remain in alignment with provincial courts.

Court scheduling and the deployment of judicial resources for municipal courts is at the sole discretion of the Ontario Court of Justice. A final determination as to when in person matters can be scheduled throughout the province and any parameters around that scheduling will be determined by the Office of the Chief Justice. Please continue to follow any provincial scheduling guidelines issued by the Office of the Chief Justice and work with your respective Regional Senior Justice of the Peace (RSJP) in this regard.

Additionally, once you have approved the reopening of your municipal court facility for in-person proceedings, please ensure you notify your RSJP, the RS (email address below), and JUS.G.MAG.POASupport@ontario.ca of such.

If you have any questions or require additional support, please reach out to:
MAGRecoverySecretariat@ontario.ca

HVAC Report – Fort Frances POA Court

I. Overview

To support the reopening of provincial courthouses, a comprehensive Heating, Ventilation, and Air Conditioning (HVAC) survey was completed to determine system capabilities for buildings currently occupied by the Ministry of the Attorney General (MAG). The survey has also been completed for municipally-operated court locations to assist the transition during re-occupancy into the workplace due to the COVID-19 pandemic. The survey takes into account a report provided by ECOH Management Inc. (ECOH) titled 'Infection Control in Ontario Courthouses'. Questions within the survey aim to reflect current building system conditions and capabilities at municipal court buildings.

The following is a summary of the building's ability and capability to meet recommended practices (the "Report").

II. Current HVAC Standards and Procedures

Landlords and municipalities are responsible for operating all court buildings in accordance with their lease agreements and the applicable ASHRAE industry standards and codes.

Buildings are designed and operated in accordance with the applicable standards outlined by the following:

1. Ontario Building Code.
2. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE); and
3. Building Owners and Managers Association (BOMA) Canada.

With respect to COVID-19, all municipalities should continue to monitor and respond to best practices from accredited organizations and make the necessary building operational adjustments, as practical and when required.

III. HVAC Survey Parameters

The results presented below were obtained through a comprehensive HVAC survey completed by each respective

municipality. Surveys were sent to municipal partners who ensured the appropriate building maintenance operator completed the survey based on their knowledge of buildings.

The survey sought to ascertain the HVAC conditions including, but not limited to the following: the current air filter rating, average carbon dioxide (CO₂) levels (ventilation) within the buildings, relative humidity (RH), and other indoor air quality (IAQ) parameters.

IV. HVAC Survey Findings

A summary of key survey results are listed below:

Air Filters

- This system is equipped with MERV-13 filters.

Humidity

- Building operates between 40% and 60% RH during the cooling season.
- Building operates between 25% and 60% RH during the heating season.

Ventilation

- Current system has the ability to monitor CO₂. Average CO₂ readings are 486ppm.
- The building's air handling unit (AHU) schedules can be modified.
- The washroom exhaust fan schedule cannot be adjusted.

Summary

The municipality will follow up on items and make repairs, replacements and/or adjustments, as required.

V. Continuous Monitoring

The continuous monitoring of building operational performance is accomplished by performing data trending and

monitoring of the BAS system, where a BAS system is available, to ensure the building is operating within recommended parameters. Where there is no building BAS system then manual measures using a calibrated hand-held direct reading instrument , data logger/sensor technology or other means should be used to record temperature, relative humidity and carbon dioxide. It is recommended that these activities are undertaken on a continual daily basis when the courts are seating.

VI. Report Limitations

This Report is intended to provide a point-in-time view of the operation of the HVAC systems and is based upon data or information provided by others, including responses through surveys completed by third parties, including landlords. This report has relied upon such data or information, and did not conduct any independent physical testing, sampling or intrusive investigation.

The MAG Recovery Secretariat nor the ministry, makes any representation, warranty or guarantee, expressed or implied, as to the accuracy, completeness, condition, or suitability of the Report or any information contained therein, for the purposes or needs of municipal court recovery.

VII. Glossary of Terms:

Acronym	Definition
AHU	Air Handling Unit
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
BAS	Building Automation System
BOMA	Building Owners and Managers Association
CO2	Carbon Dioxide
ECOH	ECOH Management Inc.
HVAC	Heating, Ventilation, and Air Conditioning
IAQ	Indoor Air Quality
MAG	Ministry of the Attorney General
MERV	Minimum Efficiency Reporting Value
ppm	Parts per Million
RH	Relative Humidity

VIII. Reference Materials:

ASHRAE Guidance for Buildings Operations During the COVID-19 Pandemic May 2020

<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>.

ASHRAE position document on filtration and air cleaning Dec 29 2020

<https://www.ashrae.org/file%20library/about/position%20documents/filtration-and-air-cleaning-pd-feb.2.2021.pdf>.

ASHRAE Epidemic Task Force 'Building Readiness' Updated 8-19-2020

<https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-building-readiness.pdf>.

ASHRAE Filtration and Disinfection:

<https://www.ashrae.org/technical-resources/filtration-and-disinfection-faq>.

BOMA International's Coronavirus <https://www.boma.org/coronavirus>

Public Health Ontario PHO document "Heating, Ventilation and Air Conditioning (HVAC) Systems in Buildings and COVID-19" dated March 17, 2021

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/2020/09/covid-19-hvac-systems-in-buildings.pdf?la=en> .

Public Health Ontario PHO document data 20/03021 COVID-19 "Transmission Through Large Respiratory Droplets and Aerosols... What We Know So Far" https://www.publichealthontario.ca/-/media/documents/ncov/covid-wwksf/2021/05/wwksf-transmission-respiratory-aerosols.pdf?sc_lang=en

**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2021/46**

To: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: September 1, 2021
SUBJECT: Request for Reconsideration M.O.S.
RE: 831 Huffman Court (2020 and 2021) Roll # 5912-030-007-22421-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2020 and 2021 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to the property at 831 Huffman Court. The MOS states the explanation as the Property Assessment Change Notice is cancelled. It is due to an error in the date that MPAC used as the Occupancy date. The date was originally input as March 5, 2020 but should be March 5, 2021.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being November 18, 2021.

That total financial impact of the Minutes of Settlement is \$4,917.38 consisting of a reduction of municipal revenue of \$4,523.92 and education revenue of \$393.46 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
302	2020	3.7.22421	-239,500	RTES	0.01750367	0.00153000	-3,459.08		-302.36					-3,761.44
	2021	3.7.22421	-239,500	RTES	0.01788408	0.00153000	-4,283.24		-366.44					-4,649.68
302	2021	3.7.22421	217,500	RTES	0.01788408	0.00153000	3,218.40		275.34					3,493.74
							-4,523.92	0.00	-393.46					-4,917.38

**Minutes of Settlement
2020 Tax Year
Results of Request for Reconsideration
Property Assessment Change Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

DIANE ANITA LOVISA
831 HUFFMAN CRT
FORT FRANCES ON P9A 0A4
CANADA

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpacca



Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0E4

If you have any accessibility
needs, please contact MPAC
for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the recommended property assessment below.

Owner name(s) DIANE ANITA LOVISA
Roll number 59-12-030-007-22421-0000
Property location and description 831 HUFFMAN CRT
PLAN 48M382 LOT 9
Municipality/Local taxing Authority Town of Fort Frances

INFORMATION from your Property Assessment Change Notice

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
R	RT	\$247,186	\$239,500
Total		\$247,186	\$239,500

Effective date: March 05, 2020

Adjustment Type*	Property Class / Qualifier**	Phase-In Assessment for Taxation Years	
		2020	
R	RT	\$239,500	
Total		\$239,500	

RECOMMENDED change to your Property Assessment Change Notice

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
R	RT	\$0	\$0
Total		\$0	\$0

Effective date: January 01, 2020

Adjustment Type*	Property Class / Qualifier**	Phase-In Assessment for Taxation Years	
		2020	
R	RT	\$0	
Total		\$0	

Explanation of recommended change and other important information

- **Property Assessment Change Notice is cancelled**

***Adjustment type**

R Previously Omitted Realty Assessment

****Property class / qualifier**

RT Residential

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2020 property taxes.

Please check (✓) one of the following:

- ☒ I accept my recommended assessment
I understand that if I accept the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

- ☐ I reject my recommended assessment
I understand that if I reject the recommended assessment on page one of this form, the supplementary/omitted assessment of my property will stay the same as it appears on my 2016 Property Assessment Change Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by December 06, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway,
Suite 101, Pickering ON L1V 0C4

We must receive your response no later than October 22, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Diane Lovisa</i>	Print name DIANE LOVISA	Date (yyyy/mm/dd) 2021/08/18
Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2021/09/07

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
---------------------------------------	----------------------	-------------------

Last date for a municipal appeal: November 18, 2021

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2020

Roll Number: 59-12-030-007-22421-0000

**Minutes of Settlement
2021 Tax Year
Results of Request for Reconsideration
Property Assessment Change Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

DIANE ANITA LOVISA
831 HUFFMAN CRT
FORT FRANCES ON P9A 0A4
CANADA

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Owner name(s) DIANE ANITA LOVISA
Roll number 59-12-030-007-22421-0000
Property location and description 831 HUFFMAN CRT
PLAN 48M382 LOT 9
Municipality/Local taxing Authority Town of Fort Frances

INFORMATION from your Property Assessment Change Notice

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
R	RT	\$247,186	\$239,500
Total		\$247,186	\$239,500

Effective date: January 01, 2021
Phase-In Assessment for Taxation Years
2021
\$239,500
\$239,500

RECOMMENDED change to your Property Assessment Change Notice

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
IM	RT	\$225,559	\$217,500
Total		\$225,559	\$217,500

Effective date: March 05, 2021
Phase-In Assessment for Taxation Years
2021
\$217,500
\$217,500

Explanation of recommended change and other important information

- Revised effective date
- Adjustment based on similar properties

***Adjustment type**

IM Improvement to property
R Previously Omitted Realty Assessment

****Property class / qualifier**

RT Residential

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2021 property taxes.

Please check (✓) one of the following:

- ☒ I accept my recommended assessment
I understand that if I accept the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

- ☐ I reject my recommended assessment
I understand that if I reject the recommended assessment on page one of this form, the supplementary/omitted assessment of my property will stay the same as it appears on my 2016 Property Assessment Change Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by December 06, 2021.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, 1340 Pickering Parkway,
Suite 101, Pickering ON L1V 0C4

We must receive your response no later than October 22, 2021. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Diane Louisa</i>	Print name DIANE LOUISA	Date (yyyy/mm/dd) 2021/08/18
Signature of MPAC representative <i>Walter Veheruzzo</i>	Print name Walter Veheruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2021/09/07

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: November 18, 2021

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2021

Roll Number: 59-12-030-007-22421-0000

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: September 2, 2021

SUBJECT: September 30- National Day for Truth and Reconciliation

BACKGROUND

The Government of Canada is committed to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten.

On June 3, 2021, Bill C-5, *An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation)*, received Royal Assent. It officially designates September 30 of each year as National Day for Truth and Reconciliation. This marks a new public holiday under the *Canada Labour Code* (Code).

Traditionally September 30 of each year has been commemorated as Orange Shirt Day. National Day for Truth and Reconciliation seeks to honour First Nations, Inuit and Métis survivors, their families and communities, and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process. The Bill came into force on August 3, 2021, meaning that the new holiday will first occur this Fall, on September 30, 2021.

In reviewing the articles and clauses affecting the Town of Fort Frances employees, I have found the following regarding Statutory Holidays which are not specifically listed:

- The Canadian Union of Public Employees and Its Local 65 collective agreement Article 21.01 (13) states “Any day proclaimed by the Federal Government as a National Holiday”,
- The Fort Frances Professional Firefighters Association Collective Agreement Article 5 states “As well as any holiday proclaimed by the Federal or Provincial government as a Federal or Provincial Holiday”, and
- The Management/Non-Union Benefits Policy 3.10 4. Public Holidays states “And any paid public holidays as per legislation and on which the municipal offices are closed by direction of Council”.

In further research, the National Day for Truth and Reconciliation is listed as a National Statutory Holiday in Canada. As a result, the National Day for Truth and Reconciliation will become a designated paid holiday and will allow employees time to observe and participate in this important day starting September 2021, with the Firefighters being paid twelve (12) shifts pay (144 hours) at the end of the year.

Further, Council will need to approve closure of the municipal offices and buildings on September 30th.

Finally, with September 30 being a due date for taxes please consider extending the due date to October 1, with penalty/interest applied to outstanding amounts on October 2.

New policy requires City staff to be vaccinated against COVID-19 or regularly tested

Guelph, Ont., August 27, 2021 – The City of Guelph is implementing a new COVID-19 vaccination policy for employees. All staff, not just paramedics, will be required to provide proof of their COVID-19 vaccination status or get tested for the virus on an ongoing basis. This policy also applies to members of Council, the Guelph Public Library and contractors and volunteers working for the City.

"I am one hundred percent in support of this," says Mayor Cam Guthrie. "We will continue to do whatever we can to keep everyone in our community safe and requiring the people who deliver public services to be vaccinated just makes sense."

Like vaccination plans from other municipalities and levels of government, any staff member who chooses not to receive the vaccine will need to complete training about the benefits and safety of vaccinations. If an employee still chooses not to get vaccinated, and cannot work from home, they'll need to get tested for COVID-19 on a regular basis.

Medical and religious exemptions

The City will exempt staff with medical, religious or other valid reasons related to the [Human Rights Code \(http://www.ohrc.on.ca/en/ontario-human-rights-code\)](http://www.ohrc.on.ca/en/ontario-human-rights-code) from vaccination requirements. Where possible, the City will make work accommodations for employees falling into these groups.

Individuals with exemptions who need to work at a City facility will also need to get tested for COVID-19 on a regular basis.

"Vaccinations are the best way to reduce the spread of COVID-19 and Wellington-Dufferin-Guelph Public Health is very supportive of the City's employee vaccination policy," said Dr. Nicola Mercer, Chief Medical Officer of Health and CEO for Wellington-Dufferin-Guelph Public Health. "We hope to see many other organizations in Wellington-Dufferin-Guelph follow the example of the City of Guelph. Policies like this will be essential to drive further vaccination in our community and limit community spread this fall."

The City's policy comes into effect August 30, 2021. Staff will have until October 15, 2021 to show proof of their COVID-19 vaccination status or to advise the City of a medical or other valid exemption.

"Many of our office-based staff are still working from home, but others don't have that option because they're enforcing our bylaws, mowing fields and taking care of our parks or sorting our garbage," notes Scott Stewart, chief administrative officer for the City of Guelph. "Regardless of where folks are working, we do hope to bring people back together in office spaces, at Council meetings and for engagement, and whether that's sooner or later, we need to make sure we've done our part to keep our employees and our community safe."

Resources

[COVID-19 Vaccination Policy \(/wp-content/uploads/covid-19-vaccination-policy.pdf\)](#)

Media contact

Laura Mousseau, Manager, Corporate Communications
Corporate Communications and Customer Service
City of Guelph
519-822-1260 extension 2463
laura.mousseau@guelph.ca (laura.mousseau@guelph.ca)

This entry was posted in [City Hall \(https://guelph.ca/category/city-hall/\)](https://guelph.ca/category/city-hall/), [Community \(https://guelph.ca/category/community/\)](https://guelph.ca/category/community/), [Emergency Services \(https://guelph.ca/category/emergency-services/\)](https://guelph.ca/category/emergency-services/), [Farmers' Market \(https://guelph.ca/category/arts/farmers-market/\)](https://guelph.ca/category/arts/farmers-market/), [Garbage and recycling \(https://guelph.ca/category/environment/garbage-and-recycling/\)](https://guelph.ca/category/environment/garbage-and-recycling/), [Guelph Transit \(https://guelph.ca/category/getting-around/guelph-transit/\)](https://guelph.ca/category/getting-around/guelph-transit/), [Library \(https://guelph.ca/category/arts/library/\)](https://guelph.ca/category/arts/library/), [Mayor and Council \(https://guelph.ca/category/city-hall/mayor-and-council/\)](https://guelph.ca/category/city-hall/mayor-and-council/), [Museums \(https://guelph.ca/category/arts/museums/\)](https://guelph.ca/category/arts/museums/), [Provincial Offences Court \(https://guelph.ca/category/poa/\)](https://guelph.ca/category/poa/), [River Run Centre \(https://guelph.ca/category/arts/river-run-centre/\)](https://guelph.ca/category/arts/river-run-centre/), [Sleeman Centre \(https://guelph.ca/category/sports-and-recreation/sleeman-centre/\)](https://guelph.ca/category/sports-and-recreation/sleeman-centre/) and tagged [COVID19 \(https://guelph.ca/tag/covid19/\)](https://guelph.ca/tag/covid19/) on [August 27, 2021 \(https://guelph.ca/2021/08/new-policy-requires-city-staff-to-be-vaccinated-against-covid-19-or-regularly-tested/\)](https://guelph.ca/2021/08/new-policy-requires-city-staff-to-be-vaccinated-against-covid-19-or-regularly-tested/).

Related news

[Holiday hours for City facilities and services \(https://guelph.ca/seasonal/holidayhours/\)](https://guelph.ca/seasonal/holidayhours/)

August 25, 2021

[It's a pool party—for dogs! \(https://guelph.ca/2021/08/its-a-pool-party-for-dogs/\)](https://guelph.ca/2021/08/its-a-pool-party-for-dogs/)

August 23, 2021


[Safe Semester kicks off September 3 \(https://guelph.ca/2021/08/safe-semester-kicks-off-september-3/\)](https://guelph.ca/2021/08/safe-semester-kicks-off-september-3/)


August 23, 2021


[City hires Sara Sayyed as new Equity, Anti-Racism and Indigenous Initiatives senior advisor \(https://guelph.ca/2021/08/city-hires-sara-sayyed-as-new-equity-anti-racism-and-indigenous-initiatives-senior-advisor/\)](https://guelph.ca/2021/08/city-hires-sara-sayyed-as-new-equity-anti-racism-and-indigenous-initiatives-senior-advisor/)

August 23, 2021

[Visit the newsroom \(/news/\)](/news/)

 Report a mistake or problem on this page ([//forms.guelph.ca/IT/Website-feedback?Q9=https://guelph.ca/?page_id=111791&Q8=New policy requires City staff to be vaccinated against COVID-19 or regularly tested](https://forms.guelph.ca/IT/Website-feedback?Q9=https://guelph.ca/?page_id=111791&Q8=New%20policy%20requires%20city%20staff%20to%20be%20vaccinated%20against%20COVID-19%20or%20regularly%20tested%20-%20City%20of%20Guelph))

 Share this page (<https://www.addtoany.com/share?url=https%3A%2F%2Fguelph.ca%2F2021%2F08%2Fnew-policy-requires-city-staff-to-be-vaccinated-against-covid-19-or-regularly-tested%2F&title=New%20policy%20requires%20City%20staff%20to%20be%20vaccinated%20against%20COVID-19%20or%20regularly%20tested%20-%20City%20of%20Guelph>)

 Print this page

Corporate Policy and Procedure



Policy	COVID-19 Vaccination Policy
Category	Employee Health, Safety and Wellness
Authority	Human Resources
Related Policies	Workplace Precautions During a Pandemic Policy Procedure – Employee with Probable COVID-19 Procedure – Employee with Positive COVID-19 Test Workplace Employee Screening Protocol Early Safe Return to Work Policy (Draft)
Approved By	
Effective Date	Monday, August-30-2021
Revision Date	Tuesday, August 30, 2022

Policy Statement

In keeping with our corporate values, which include wellness, the Corporation of the City of Guelph (the “City”) is committed to providing a safe working environment for our employees, our customers, and members of the public with whom we interact regularly, by putting in place a program to ensure identified employee groups are fully immunized against COVID-19 or regularly tested for COVID-19. This policy recognizes that those who are unvaccinated or not fully vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and also of spreading the virus to others, with significant impact on human health and workplace continuity. This policy aims to achieve full vaccination amongst City staff in critical roles in alignment with provincial directives and within the limits of the Human Rights Code (Ontario).

Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements of staff, contractors and volunteers with respect to COVID-19 and vaccination.

Scope

This policy applies to all City workers, contractors and volunteers engaging in functions or activities on behalf of the City which, on the advice of public health,

make COVID-19 vaccinations a priority for their own health or that of others with whom they engage on behalf of the City.

The City also reserves the right to amend the scope of this policy as needed, with minimal notice, to meet changing provincial or federal requirements.

Definitions

Fully Immunized

For the purposes of case/contact/outbreak management, an individual is defined as fully immunized ≥ 14 days after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada.

Vaccines approved by Health Canada are as follows:

- Pfizer-Biontech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

Procedure

City of Guelph workers who are routinely required to provide direct patient care, and any other worker groups expressly identified by the City, are required to be fully vaccinated/immunized against COVID-19.

All affected workers who are eligible to receive a COVID-19 vaccine must provide one of the following to designated Human Resources personnel:

1. Proof of COVID-19 vaccine administration as per the following requirements:
 - a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
 - b. Proof of **all** required doses of a COVID-19 vaccine approved by Health Canada; or,
2. Written proof of a medical reason, provided by a physician, that sets out:
 - a. That the person cannot be vaccinated against COVID-19; the medical reason; and the effective period for the medical reason (i.e., permanent or time-limited).

Workers who are not able to meet the criteria above and those requiring a medical exemption from receiving the vaccination will be required to undertake regular (i.e., at least twice per week for full-time employees) antigen testing or equivalent. Antigen testing will be conducted on a schedule determined by the City, based on the worker shift patterns. Any isolation periods required as a result of a positive test will be unpaid by the City.

Providing Proof of Vaccination

- All affected workers must provide proof of vaccination status. The only acceptable proof of vaccination is the receipt provided by the Ministry of

Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated. Once vaccination status has been verified and documented, the record will be destroyed.

- For workers who have only received the first dose of a two-dose COVID-19 vaccination series, proof must be provided that the first dose was administered and, as soon as reasonably possible (i.e., less than 4 months in all cases), proof of administration of the second dose is to be provided.
 - Workers who have received only one dose, must participate in regular antigen testing until such time as they are considered fully immunized.
 - If at the time a worker who is eligible for the second dose of the vaccine does not receive it, the individual must provide proof of a medical reason for not receiving it.

Medical Exemption for COVID-19 Vaccination

- Medical documentation must be provided by a physician for any worker who claims to have a medical reason for not being vaccinated.
- Medical notes must include whether the medical exemption is permanent or time-limited. If time-limited, the note must include how long it is expected to last.
- Where the medical exemption is time-limited, Human Resources must follow up with the Employee within 30 days of the medical exemption expiring, to obtain proof of vaccination or proof that the individual has completed the educational program outlined below.

Workplace Accommodations

- In recognition of the City's obligations under the Human Rights Code (Ontario) (the "Code"), an individual who presents and substantiates a valid legal justification for exemption on the basis of grounds listed under the Code will be accommodated. Such individuals will be subject to regular testing under this policy, except where they also demonstrate they are unable to participate in regular testing on Code-recognized grounds. In such cases, the City will, where possible, work with the individual to develop and implement an appropriate accommodation. In exceptional cases, where such an accommodation is not possible, the employee will be placed on an unpaid leave to be reviewed at a time interval established by the City.

Confidentiality

- Information relating to an individual's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will remain in their confidential Human Resources file for the purposes of ensuring the safety of the corporation's employees, contractors and local community in the event of a COVID-19 outbreak.

New Employees must provide the required proof of vaccination to Human Resources prior to commencing their employment, engagement, assignment, or placement into positions where this policy applies. This policy shall form one of the conditions of employment which new employees accept as part of an offer of employment into such positions.

All workers, regardless of vaccination status, continue to be required to self-screen prior to beginning work in accordance with the [Workplace Employee Screening Protocol](#).

Workers who develop symptoms of suspected COVID-19 must follow the guidance laid out in the [Procedure – Employee with Probable COVID-19](#).

Workers who test positive for COVID-19 must follow the guidance laid out in the [Procedure – Employee with Positive COVID-19 Test](#).

The City of Guelph will make every effort to support an individual in obtaining their vaccination.

Employees who fail to comply with this policy may be subject to discipline up to and including termination of employment.

Training

All workers to whom this policy applies will have this policy shared with them on, or as close to, the date of the policy coming into force. All new hires will have the policy shared with them on their first day of employment, or prior to commencement of first shift, where possible. Workers will be required to acknowledge that they have read and understood the policy.

References

[Directive #6 for Public Hospitals](#)

[Human Rights Code \(Ontario\)](#)

[Occupational Health and Safety Act \(Ontario\)](#)

Revision History

Document Owner	Issue / Revised Date	Reason For Changes
Health, Safety and Wellness	August 20, 2021	Initial draft



COVID-19

Toronto is in Step Three of the Province's Roadmap to Reopen. Get health updates and information about COVID-19 vaccines at [toronto.ca/covid19](https://www.toronto.ca/home/covid-19) (<https://www.toronto.ca/home/covid-19>).

COVID-19: Mandatory Vaccination Policy

Policy Statement

The health and safety of City employees is a priority. The City of Toronto is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of City employees against the hazard of COVID-19. This Policy is designed to maximize COVID-19 vaccination rates among City employees as one of the critical control measures for the hazard of COVID-19. To this end City employees, students and volunteers are required to be vaccinated against COVID-19.

Background and Current Situation

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants including the Delta variant currently circulating in Ontario.

Given the continuing spread of COVID-19, including the Delta variant, within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for City employees to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues.

Application

This policy applies to all City of Toronto employees, volunteers and students. For the

purpose of this policy only, reference to “employees” shall also be read to include volunteers and students.

Employees in certain divisions may have obligations in addition to this policy under division-specific policies regarding COVID-19 vaccination or under regulations, legislation or guidelines applicable to them.

New City of Toronto employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the City of Toronto.

Support for Vaccinations

The City’s Vaccination at Work policy supports employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor, City employees can be released on work time to be vaccinated while on-duty, either in the work location or at a designated vaccination site, without loss of compensation or the requirement to use credits, to a maximum of one day (one shift).

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all City of Toronto employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in City business.

Employees who remain unvaccinated due to a substantiated Human Rights Code related accommodation request under the **City’s Accommodation Policy, procedures and guidelines** (<https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/accommodation/accommodation-procedures/>), may be required to take additional infection and prevention control measures, including providing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

Responsibilities

All levels of management are responsible for the administration of this Policy.

Managers are expected to:

- lead by example, and;
- ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees are expected to:

- follow all health and safety policies and protocols, and;
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Vaccination Requirement

All City of Toronto employees are required to be fully vaccinated with a COVID-19 vaccine series by October 30, 2021. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by September 30, 2021 and two doses of COVID-19 vaccine by October 30, 2021. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by September 30, 2021.

Proof of Vaccination

The City of Toronto requires proof of vaccination from all employees. Proof means documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization.

Employees must disclose their vaccination status to the City in accordance with the established process by no later than September 13, 2021.

Employees who, by September 13, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of vaccination, in addition to the obligations identified under “Vaccination Requirement” above.


Employees will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.


The City will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the

workplace.

Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

Accommodations in Accordance with the Human Rights Code

Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground set out in the **City's Human Rights and Anti-Harassment Discrimination Policy (HRAP)** (<https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/human-rights-and-anti-harassment-discrimination-hrap/>), can request accommodation, using the City's **Accommodation Request Form**  (<https://www.toronto.ca/wp-content/uploads/2021/06/9677-Request-Document-Accommodation-Plans.docx>) and cooperating in the accommodation process as set out in the City's **Accommodation Policy and Procedure** (<https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/accommodation/accommodation-procedures/>).

All accommodation requests require written proof of the need for accommodation to be submitted along with the **Accommodation Request Form**  (<https://www.toronto.ca/wp-content/uploads/2021/06/9677-Request-Document-Accommodation-Plans.docx>) (e.g. in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited).

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The City will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with Toronto Public Health and occupational health and safety experts, the City will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative

COVID-19 test, etc. If it is determined that additional precautions are necessary, the City may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Consequences of Non-Compliance with Policy

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

Effective Date

September 7, 2021

Related Information

Accommodation Procedures (<https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/accommodation/accommodation-procedures/>)

Human Rights and Anti-Harassment/Discrimination (HRAP) (<https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/human-rights-and-anti-harassment-discrimination-hrap/>)

NEWS RELEASE

Ontario to Require Proof of Vaccination in Select Settings

Province to launch enhanced vaccine certificate and verification app to stop the spread of COVID-19

September 01, 2021

[Office of the Premier](#)

TORONTO — To further protect Ontarians as the province continues to confront the Delta-driven fourth wave of the COVID-19, the government, in consultation with the Chief Medical Officer of Health, will require people to be fully vaccinated and provide proof of their vaccination status to access certain businesses and settings starting September 22, 2021. Requiring proof of vaccination in these settings reduces risk and is an important step to encourage every last eligible Ontarian to get their shot, which is critical to protecting the province's hospital capacity, while also supporting businesses with the tools they need to keep customers safe, stay open and minimize disruptions.

"As the world continues its fight against the Delta variant, our government will never waver in our commitment to do what's necessary to keep people safe, protect our hospitals and minimize disruptions to businesses," said Premier Ford. "Based on the latest evidence and best advice, COVID-19 vaccine certificates give us the best chance to slow the spread of this virus while helping us to avoid further lockdowns. If you haven't received your first or second dose of the COVID-19 vaccine, please do so today."

As of September 22, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination along with photo ID to access certain public settings and facilities. This approach focuses on higher-risk indoor public settings where face coverings cannot always be worn and includes:

- Restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- Nightclubs (including outdoor areas of the establishment);
- Meeting and event spaces, such as banquet halls and conference/convention centres;
- Facilities used for sports and fitness activities and personal fitness training, such as gyms, fitness and recreational facilities with the exception of youth recreational sport;
- Sporting events;
- Casinos, bingo halls and gaming establishments;
- Concerts, music festivals, theatres and cinemas;
- Strip clubs, bathhouses and sex clubs;
- Racing venues (e.g., horse racing).

These mandatory requirements would not apply to outdoor settings where the risk of transmission is lower, including patios, with the exception of outdoor nightclub spaces given the risk associated with the setting. In addition, these requirements will not apply to settings where people receive medical care, food from grocery stores, medical supplies and the like. Aligned with public health measures currently in place, indoor masking policies will continue to remain in place.

"We know vaccines provide the best protection against COVID-19 and the Delta variant," said Christine Elliott, Deputy Premier and Minister of Health. "To protect the health and well-being of Ontarians, our government will offer one more tool to encourage even more Ontarians to receive the vaccine and provide further protection to fully vaccinated Ontarians as they safely enjoy activities with their loved ones and support their local businesses."

Individuals who cannot receive the vaccine due to medical exemptions will be permitted entry with a doctor's note until

recognized medical exemptions can be integrated as part of a digital vaccine certificate. Children who are 11 years of age and younger and unable to be vaccinated will also be exempted from these requirements.

For the period between September 22 and October 12, 2021, it is intended that people attending wedding or funeral receptions at meeting or event spaces will be able to provide a negative rapid antigen COVID-19 test from no more than 48 hours before the event as an alternative to proof of vaccination. These rapid antigen tests would have to be privately purchased.

Ontario will develop and provide additional tools to improve user experience, efficiency and business supports in the coming weeks, including establishing alternative tools for people with no email, health card or ID. The government will work to support implementation of vaccine certificates for Indigenous communities whether or not they have opted to enter their data into COVaxON, while maintaining Indigenous data governance, control, access and possession principles.

Ontarians currently have access to a paper or PDF vaccine receipt that includes all relevant information to prove that they are fully vaccinated. As of September 22, Ontarians will be required to show their vaccine receipt when entering designated settings along with another piece of photo identification, such as a driver's licence or health card. This is similar initial implementation approach announced in British Columbia.

Ontario will also introduce an enhanced digital vaccine receipt that features a QR code, which is safe, more secure and with you wherever you go. This digital vaccine receipt can be kept on a phone and easily used to show that you've been vaccinated if you need to. In addition, the province will launch a new app to make it easier and more convenient for businesses and organizations to read and verify that a digital vaccine receipt is valid, while protecting your privacy.

As the 2021-22 school year begins, it is critical to keep Ontario schools safe and students learning in-person. The province will work with trusted public health units to use the existing COVaxON system to safely and securely confirm the vaccination status of students. The province is committed to keeping parents informed about how their child's COVID-19 vaccine information and enrollment data is being used to keep schools safe. This will equip local public health units with the information they need to ensure rapid case and contact management if required to limit disruptions in the event of cases or outbreaks and keep kids in class.

"We are already seeing a rise in the number of cases of COVID-19 as we head into the fall," said Dr. Kieran Moore, Chief Medical Officer of Health. "As we enter the last mile push to increase vaccination rates, the introduction of a vaccine certificate is an important step to give people the tools to limit further spread of the virus so that we can ensure the safety of all Ontarians while keeping the province open and operational."

"Combining the use of a QR code with a trusted, made in Ontario verifier app will help support the province's health measures," said Kaleed Rasheed, Associate Minister of Digital Government. "These tools will provide a simpler, faster, and better way to prove vaccination status that is both convenient and secure – while also supporting businesses with an easy validation process."

Quick Facts

- Individuals can provide proof of immunization by downloading or printing their vaccine receipt from the provincial booking portal, or by calling the Provincial Vaccine Booking Line at 1-833-943-3900.
- Ontarians who received their first or second dose of the [COVID-19 vaccine out of province](#) should contact their local [public health unit](#) to record their information and receive proper documentation.
- The province will continue to work with the federal government to ensure the integration and interoperability with a national vaccine passport for the purposes of international travel.
- The government is continuing its [last mile strategy](#) to reach eligible individuals who have yet to receive a first or second dose.
- To protect vulnerable patients and staff in settings where the risk of contracting and transmitting COVID-19 and the Delta variant is higher, the government, in consultation with the Chief Medical Officer of Health is pausing the province's exit from the Roadmap to Reopen and providing third doses of the COVID-19 vaccine to vulnerable

populations. The CMOH is also making COVID-19 vaccination policies mandatory in higher-risk settings.

- COVID-19 vaccines are currently available at over 3,150 locations across the province, including more than 2,500 pharmacies and more than 650 mass immunization clinics, hospitals, primary care settings and pop up and mobile clinics.
- A key component of Ontario's last mile strategy is getting vaccines to people, wherever they are located. If you need your first or second shot, keep an eye out for our new [GO-VAXX mobile clinics](#).

Additional Resources

- [New Requirement for Proof of Vaccination in Certain Settings: Frequently Asked Questions](#)
- [Ontario Makes COVID-19 Vaccination Policies Mandatory for High-Risk Settings](#)
- [Ontario Working with Public Health Units to Run COVID-19 Vaccination Clinics in Schools](#)
- [COVID-19: Health, safety and operational guidance \(2021-22\)](#)
- For public inquiries, please contact the Provincial Vaccine Hotline at 1-833-943-3900.
- For resources in multiple languages to help local communication efforts in responding to COVID-19, visit Ontario's [COVID-19 communication resources webpage](#).
- Visit Ontario's [website](#) to learn more about how the province continues to protect the people of Ontario from COVID-19.

Related Topics

Education and Training

Learn about Ontario's early years, education and training systems. Includes information on child care, elementary schools, secondary schools, colleges, universities, skills training and financial aid. [Learn more](#)

Government

Learn about the government services available to you and how government works. [Learn more](#)

Health and Wellness

Get help navigating Ontario's health care system and connecting with the programs or services you're looking for. [Learn more](#)

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SickKids, CHEO and Holland Bloorview unite on vaccine mandate policies

Posted on August 19, 2021

Topics: [Spotlight](#)

Summary:

Children's hospitals aim to help protect majority of patients who are not currently eligible for vaccination.

The Hospital for Sick Children (SickKids), CHEO and Holland Bloorview Kids Rehabilitation Hospital (Holland Bloorview) are uniting to implement COVID-19 vaccine mandate policies for staff, volunteers, learners and contractors. Their policies go beyond the Ontario government directive requiring that all health-care workers in the province get vaccinated or routinely tested prior to coming to work. The policies will start Sept. 7, 2021.

The vaccine mandate policies are in line with recommendations from the Ontario Medical Association, Registered Nurses' Association of Ontario and the American Academy of Pediatrics.

"We are united in our belief that immunization against COVID-19 is an individual and societal responsibility. With these policies, we are adding an important and powerful layer of protection to prevent COVID-19

infections in patients, families and staff,” says Dr. Ronald Cohn, President and CEO of SickKids. “Implementing vaccine mandate policies for our staff was not our first choice, nor was it an easy choice to make, but as health-care institutions dedicated to the health of children, we feel it is the right thing to do.”

Across all three organizations, at least 70 per cent of patients and clients are under the age of 12 and currently ineligible for vaccination.

Based on a risk assessment that includes the unique vulnerabilities of the institutions’ patient populations, all staff as well as volunteers, learners and contractors are expected to be fully vaccinated with the exception of those with a documented medical or human rights exemption. For those not in compliance after completing vaccine education requirements, all options will be considered to effectively enforce the policy. Like all the policies and procedures each organization has implemented throughout the pandemic, the vaccine mandate policies are grounded in the latest scientific evidence, with the safety of patients, families and staff at the forefront.

“We recognize that some organizations, where a vast majority of patients are not currently eligible to be vaccinated, will need to go beyond the minimum standard set by our directive,” says Dr. Kieran Moore, Ontario’s Chief Medical Officer of Health. “We support SickKids, CHEO, Holland Bloorview and others in taking these necessary measures to protect patient, family and staff safety.”

Since the onset of vaccination availability in December 2020, all three organizations have been working to educate everyone about the safety and efficacy of the vaccine, advocate for more rapid access to vaccine supply, and communicate the importance of every staff member getting the vaccine to keep the hospitals’ sites and communities safe. Staff who are not yet vaccinated will be supported with the information they need

to become vaccinated and help protect patients, families, colleagues, their communities and themselves from COVID-19.

Everyone who is eligible to get vaccinated is encouraged to do so as soon as possible. The COVID-19 vaccines approved by Health Canada are safe and effective. [Sign up for your vaccine through the provincial booking system.](#)

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ADMINISTRATIVE POLICY

Mandatory COVID-19 Vaccination

A2003



Approved by Town Manager:	August 11, 2021	Administrative Responsibility:	Human Resources
Modified on:		Last Review Date:	August 11, 2021
Replaces:		Next Review Date:	
Related Documents			

1.0 Policy

This policy outlines the requirement for all Town of Banff employees, non-employee/specialty contractors, and municipal program volunteers to be fully vaccinated against COVID-19. The Town of Banff (“Employer”) has been a municipal leader in establishing protocols to prevent the spread of COVID-19 within the workplace throughout the pandemic. COVID-19 and the health threat it poses is unprecedented and as public health measures lessen, vaccines are the best defense we have. COVID-19 is a recognized workplace hazard and vaccinations are considered an engineering control to address and mitigate the risk of transmission in the workplace.

2.0 Purpose

The Town of Banff fosters and maintains a healthy and safe environment in the best interests of all employees, clients and other stakeholders. As a part of the Employer’s efforts to do so, and having regard to the unprecedented risks posed by the COVID-19 pandemic to the health and safety of individuals, organizations and broader society, the Employer is mandating that all employees be fully vaccinated as a condition of continued employment, unless Exempt.

3.0 Definitions

The following terms in this Policy have the following meanings:

- “**COVID-19**” means the disease caused by the SARS-CoV2 virus, including any new strains of such virus, and for the purposes of this policy a reference to the “COVID-19 pandemic” includes a reference to COVID-19.
- “**Employee**” means all Town of Banff employees, non-employee/specialty contractors and municipal program volunteers, as determined by the Director of Human Resources in the event of uncertainty.
- “**Exempt**” means an exemption from the requirement to receive a Vaccine pursuant to section 4.6 of this Policy.
- “**Vaccine**” means a full dose of a vaccine for the SARS-CoV2 virus which has been approved for use by Health Canada on an interim or permanent basis.

4.0 Policy Details

- 4.1 Unless Exempt, all current Employees must be fully vaccinated by the deadline established by the Employer as a term and condition of continued employment.
- 4.2 Employees hired by the Employer will be required to provide proof to the Employer of having received a Vaccine, unless Exempt.
- 4.3 Employees who fail or refuse to comply with this Policy will be subject to the following, at the discretion of the Employer, having regard to the circumstances:
 - a. termination of such Employee's employment for just cause;
 - b. being placed on an unpaid leave of absence until such time as the Employee complies with this Policy;
 - c. such other consequence as determined by the Employer.
- 4.4 The Employer is responsible for:
 - a. providing Vaccine educational materials to Employees;
 - b. providing existing employees with up to three hours of regular pay in order to attend an appointment for the (first and) second dose of COVID-19 vaccination.
 - c. establishing or modifying deadlines for Employees to receive a Vaccine or to submit a request to be Exempt, having regard to the availability of the Vaccine from health authorities;
 - d. maintaining records confirming Vaccines by Employees, and records relating to whether an Employee is Exempt, in accordance with applicable privacy legislation; and
 - e. processing Employee requests to be Exempt and ensuring that such requests to be Exempt are handled pursuant to applicable human rights legislation, where applicable.
- 4.5 Employees are responsible for:
 - a. taking all necessary steps to protect the health and safety of themselves and others in the workplace;
 - b. complying with all Employer policies and protocols to address the COVID-19 pandemic;
 - c. fully cooperating with the Employer when making a request to be Exempt;
 - d. providing proof in a form satisfactory to the Employer of having received a Vaccine or submitting a request to be Exempt in accordance with the deadline established by Human Resources;
- 4.6 An Employee may request that he or she be Exempt from the requirement to receive a Vaccine by submitting to the Employer a request for exemption based on one of the following:
 - a. a medical condition which, in the opinion of a physician, renders the Employee unable to safely receive a Vaccine, provided that such request is submitted with a note or letter from such physician confirming the need for an exemption;
 - b. a sincerely held religious belief or practice which prohibits the Employee from receiving a Vaccine, provided that such request is submitted with records which, in the opinion of the Employer acting reasonably, establishes such belief or practice;

- c. a reason other than those set out in sections 4.6(a) or (b), along with such information as the Employer may reasonably require to consider the request to be Exempt, and its impact on the health and safety of the workplace.
- 4.7 Upon receipt of a request from an Employee that they be Exempt, the Employer shall consider the request in accordance with human rights legislation (where applicable) and shall communicate to such Employee whether the request is granted or refused. The Employer may require additional information as determined on a case-by-case basis.
- 4.8 Where an exemption is granted, the Employer may consider reasonable alternatives which would address the risk of the COVID-19 pandemic and may make alterations to the terms and conditions of the Employee's employment where necessary to achieve reasonable accommodation, including without limitation requiring the Employee to work from home, requiring the Employee to take on modified job duties to reduce risks to health and safety in the workplace, requiring the Employee to utilize personal protective equipment, or other alterations.
- 4.9 The decision by the Employer regarding a request to be Exempt is final, subject to the discretion of the Employer to reconsider the request.
- 4.10 Having regard to the sensitivity of medical information, the Employer shall take reasonable steps to ensure that the information provided by Employees pursuant to this Policy is treated as confidential, is only made available to those persons who have a demonstrated need to know the information, and is maintained only for such time as is necessary, having regard to the COVID-19 pandemic and applicable legislation. Specifically, an employee may satisfy the requirement of providing proof of vaccination by showing to the Director of Human Resources (or designate) their vaccination certificate without leaving a copy of the certificate with the Employer.
- 4.11 This Policy may be amended or replaced by the Employer in its discretion, having regard to changing circumstances.

5.0 Procedures

The Town of Banff has had great success in avoiding workplace transmission of COVID-19. The pandemic is anticipated to be active for many more months and possibly years. In order to provide a further layer of safety and protection, mandatory vaccinations are required of all Employees, unless an exemption applies.

5.1. Policy PPE06 COVID-19 Safety Protocols:

- a. Employees will be advised when workplace safety measures are changed throughout the pandemic.
Decisions to relax or enhance safety protocols will be made according to both local and workplace measures such as confidence in hazard controls to protect workers, employee immunization levels, positive cases in the community, nature of interaction and client-based services (particularly those in contact with vulnerable sectors).

6.0 Related Documents and Resources

- 6.1 Procedure PPE06 COVID-19 Safety Protocols
- 6.2 [COVID-19 Vaccine – Questions and Answers July 2021](#)
- 6.3 Alberta Human Rights -
https://www.albertahumanrights.ab.ca/employment/employee_info/Pages/employee_rights_and_responsibilities.aspx
- 6.4 Occupational Health and Safety –
<https://open.alberta.ca/dataset?tags=Occupational+Health+and+Safety>
- 6.5 Government of Alberta – Workplace Safety –
<https://ohs-pubstore.labour.alberta.ca/covid-19>
- 6.6 [Town of Banff Mandatory COVID-19 Vaccination Policy FAQ's](#)



Policy A2003 - Mandatory COVID- 19 Vaccination

Questions and Answers

Why should I be vaccinated for COVID-19?

Since the start of the pandemic, the Town of Banff has ensured safety protocols are assessed and updated to provide maximum protection for our employees.

Vaccination is an effective control to protect against the COVID-19 virus. Vaccines have been proven to help make people immune to the virus and new variants. Abundant medical evidence indicates vaccines are effective in preventing serious illness, hospitalization and death due to a COVID-19 infection.

Mandatory vaccination in our workplace, along with other engineering controls such as ventilation systems and physical barriers are the most effective ways to ensure employees are protected from one another and any individuals they come in contact with during the course of their work.

We encourage employees to seek out the available resources and make informed decisions about their health. Resource documents can be found in section 6.0 of the Mandatory COVID- 19 Vaccination Policy and below.

Why is the Town making COVID-19 vaccination mandatory?

As people are returning to the workplace, Alberta Occupational Health and Safety requires all employers to review and update their hazard assessment to address the changing conditions related to COVID-19.

Workplace benefits of a Town of Banff mandatory COVID-19 vaccination policy include the ability to provide safer re-entry into the physical workplace, allow multi-occupant vehicle use, open lunchrooms and common areas and be able to get together in person again to renew our social connections.

When we know that all employees have been fully vaccinated as a result of a mandatory policy, we can feel confident that we have done everything possible to prevent Covid 19 from spreading in our workplace, or to those that we provide service to. It also provides peace of mind to our staff in knowing that the people they are spending their days with have vaccine protection. It is our hope that as we review and revise our covid protocols moving forward, we can do so with greater confidence in knowing all of our staff have the vaccine.

When does this policy take effect?

The policy takes effect immediately (August 12, 2021).

Employees will be given 6 weeks to receive both doses of the vaccine. Given the high availability of vaccine in Alberta, it is reasonable to expect that all employees could receive two doses by no later than Thursday, September 23th.

What happens until everyone is vaccinated?

Right now, nothing changes with any of our protocols until we know that all employees at a worksite are fully vaccinated (this means two weeks post second dose).

As information around Covid-19 transmission continues to evolve, we will adapt and make appropriate changes to our protocols and this policy as stated in policy section 4.11.

Taking Care of Banff – our People, our Community, our Park

Developing a protocol for rapid testing to be used prior to any employee indoor meetings or sharing of workspaces (i.e. vehicles or offices) so that we can ensure all employees have received negative tests prior to engaging with others in close contact.

How do I provide confirmation of vaccination or exemption?

We recognize this is personal and we want to respect the confidentiality of information. We are **not** collecting, maintaining or retaining documents related to this policy. Here's how we will track the information:

- You will provide a screen shot or other **visual** proof of vaccination
- You will provide visual proof of an eligible exemption (ie - specific medical certificate of exemption or documentation from a religious leader)
- These will be sent by e-mail to:
 - Barbara.king@banff.ca
 - Kayla.elford@banff.ca
 - heather.sthilaire@banff.ca
- Screen shots (or methods of proof) will be permanently disposed of once entered in the tracking system

The tracked information will be permanently disposed of when we are confident the risks associated with covid-19 are resolved or that the safety of you and all employees can be achieved in more traditional workplace practices.

If people are vaccinated, what are they worried about if I'm not?

Vaccines are the most effective tool, but they aren't 100%. It's important to understand that this is a new virus and we learn more about it every day. Breakthrough infections can happen, and hospitalizations can still happen even among those who are fully vaccinated. Vaccine reduces the chance of these things substantially, but it doesn't completely eliminate the risk.

More evidence is emerging that shows that vaccinated people can still acquire (without even knowing it) and transmit Covid 19 to others, including those who are currently not eligible for vaccination (like children under 12 or people with compromised immune systems).

Many Town of Banff employees have children under 12 in their lives, and because we care about our employees and their families, we want to do everything we can to protect them and their loved ones.

In order to beat this virus, it's essential that as many people be vaccinated as possible. Experts have recently said that we need to be aiming for as high as possibly 90% of the population to be fully vaccinated in order address emerging variants of concern such as the Delta variant.

Is it legal to make vaccines mandatory in a workplace?

We have sought legal advice and guidance throughout the development of this policy. The quick answer is, yes, it is legal to make vaccines mandatory as a condition of employment.

Individual rights absolutely exist to not get vaccinated. Those rights don't extend themselves when an individual decision impacts the health and safety of another. For the safety of all of us, this is the decision we are taking at the Town of Banff. We have precedent where employees are required to follow safety protocols and have immunization due to certain workplace risks, such as protection against tetanus, for certain roles.

Creating a policy like this isn't easy or taken lightly. Our guiding principle and intent is to protect all of our employees with the most effective tool we have right now – vaccinations - to prevent this virus from spreading in our workplace.

What happens to me if I don't get vaccinated?

An exemption process is described in section 4.6 of the policy. Without an approved exemption, all Town of Banff employees will require full vaccination in order to fulfill their job duties.

Those that are not vaccinated and do not have mitigations in place due to an approved exemption, will be subject to one of the provisions in section 4.3 of the policy according to the individual circumstances of that employee.

Tracking will be reviewed after September 23rd. Mitigations for exemptions and actions for non-vaccinations will be determined in collaboration between the Town Manager, the Director of the employee's division and the Director, Human Resources.

What happens to my employee housing if I don't get vaccinated?

Your lease agreement is linked to employment with the Town of Banff. The mandatory vaccine is a condition of that employment as stated in this policy.

If you have a concern about the impact on your housing if you choose not to be vaccinated or if you are exempt for an eligible reason, please contact Human Resources. We will review your situation on the basis your individual circumstance.

Where can I find more information about the effectiveness of vaccines?

You should speak to your personal physician, or if you do not have one right now, visit the PCN website and find a [local MD accepting new patients](http://bowvalleypcn.ca/clinics/pages/default.aspx?acceptingnew=1) (http://bowvalleypcn.ca/clinics/pages/default.aspx?acceptingnew=1) Any of the MDs accepting new patients will be able to assist and answer questions.

The following videos / podcasts may be of assistance:

- Fearful of needles / pain – intended for teens (scroll down on this page to access a specific [podcast](#))
- Hesitant about vaccine – also intended for teens (scroll down on this page to access a specific [podcast - https://www.19tozero.ca/healthcare-worker-resources](https://www.19tozero.ca/healthcare-worker-resources))

Other important resources (also in Policy):

- [COVID-19 Vaccine – Questions and Answers July 2021](#)
- Alberta Human Rights - https://www.albertahumanrights.ab.ca/employment/employee_info/Pages/employee_rights_and_responsibilities.aspx
- Occupational Health and Safety – <https://open.alberta.ca/dataset?tags=Occupational+Health+and+Safety>
- Government of Alberta – Workplace Safety – <https://ohs-pubstore.labour.alberta.ca/covid-19>

COVID-19 UPDATE

Keeping You Safe



To: All Staff, Professional Staff, Learners and Volunteers

From: Dr. Peter Voros, EVP, Patient Care Programs & Regional VP, Cancer Services, North West Regional Cancer Program

Date: August 26, 2021

RE: **COVID-19 Vaccination Policy**

The health and safety of all staff, professional staff, patients and the community is our top priority. Thunder Bay Regional Health Sciences Centre's COVID-19 vaccination policy is aligned with the requirements of the Public Hospitals Act 1990, Regulation 965 and the Ministry of Health, Directive 6. Unvaccinated health care workers pose an immediate risk to patients and other health care workers as well as to the health system capacity due to the potential introduction of COVID-19 into the health care setting. **As such, and effective September 7th, all Hospital staff and professional staff (workers) are required to comply with one of the following:**

- 1 Provide proof of full vaccination against COVID-19; or
- 2 Written proof of medical reason, provided by a physician or registered nurse in the extended class that sets out a documented medical reason for not being fully vaccinated against COVID-19, and the effective time period for that medical reason; or
- 3 Proof of completing an educational session approved by the Hospital about the benefits of vaccination prior to declining the vaccination for any reason other than a medical reason.

Workers who do not comply with option #1 will be required to submit to regular antigen point of care testing and demonstrate a negative result, as directed by and at intervals to be determined by the Hospital. Workers will be required to provide verification of the negative test result in a manner determined by the Hospital that enables the Hospital to confirm the result.

Also effective September 7, 2021, proof of all required doses of a COVID-19 vaccine approved by Health Canada is mandatory for all new workers hired by the Hospital as a condition of employment or placement.

PROCESS:

1. All workers must complete the [COVID-19 Vaccination Declaration Form](#) available in paper copy or web-portal, and submit it to Occupational Health & Safety (OHS) as soon as possible.
2. Workers who have been vaccinated and chose to disclose their vaccination status will provide proof of all required doses of a COVID-19 vaccine approved by Health Canada to OHS. Vaccination receipt must be submitted to OHS by email ohs@tbh.net or as a paper copy. Receipt shall include date of vaccination, vaccine name, lot number, and signature of administration. If OHS does not receive proof of vaccine, the worker is considered

COVID-19 UPDATE

Keeping You Safe



unvaccinated. Learner vaccination status will be verified through their academic institution. Contractor vaccination status will be validated through their employer.

3. Workers who are unvaccinated due to a medical exemption will submit a valid [COVID-19 Vaccination Medical Exemption Form](#) and will submit to point of care antigen testing requirements as directed by the Hospital.
4. Workers who have not been vaccinated or chose not to disclose their vaccination status will complete the [COVID-19 Vaccination educational program](#) approved by the Hospital and will submit to point of care antigen testing requirements as directed by the Hospital.
5. PPE protocols and restrictions may vary between fully vaccinated and unvaccinated workers.
6. Workers who decline the vaccine or chose not to disclose their vaccination status will continue to work in their area of assignment. There will be no adjustment to a perceived area of lesser risk based on a refusal of the vaccine or choosing not to disclose vaccination status.
7. This policy is subject to modification if the vaccine is declared mandatory by the Hospital or by an overseeing body such as the province or the Chief Medical Officer of Health.
8. Non-compliance with this policy will be managed in accordance with the Hospital collective agreements, applicable legislation and human resources policy HR-t-04 Discipline.

Please reference the attached policy for more details.

Thank you for your cooperation and your continued commitment to health and safety.

Please contact your manager with any questions or concerns.

All Hospital COVID-19 updates and resources are also available on the iNtranet at <https://comms.tbrhsc.net/covid-19-information/>.



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



JULY 2021 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service etc.	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2021:	Fire Drills	Paramedic Assist Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
21.05	3	1	31	0	1	3	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
3	2	0	0	0	0	9	0

TEAM MEMBERS RESPONDED TO 18 EMERGENCY RESPONSE CALLS DURING JULY 2021.

Total Hours:

- **10.72 Hours** was spent on responding to emergency incidents.
- **.83 Hours** was spent on providing public service.
- **9.5 Hours** was spent on training.

July Emergency Response Calls %: Day Shift versus Night Shift

Day Shift (07:00 – 19:00) Calls	50%
Night Shift (19:00 – 07:00) Calls	50%

2021 Emergency Response Calls by Month to Date

January	12
February	10
March	16
April	17
May	12
June	10
July	18
Total Calls to Date	95
Average Calls Per Month to Date	13.6



FIRE RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



JULY 2021 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Fire Prevention Inspections / Re-inspections:

One fire safety standard and enforcement inspection was completed for the month of July.

Fire Response Calls: 3 Calls.

- **1 Call** was the result of a careless individual disposing of smoking materials at the Sorting Gap Marina near the playground equipment. The discarded smoking materials started a small smoldering fire in dry mulch. Thanks goes out to the staff members who extinguished the small fire with a bucket of water. Well done!
- **1 Call** was a dumpster fire.
- **1 Call** was a burning belt on a roof top unit at the CBSA Building.

Fire Alarm Calls: 3 False Fire Alarm Calls.

MVC (Motor Vehicle Crashes): 2 Calls, which were in the Town of Fort Frances.

Paramedic Service Assistance Calls: 1 Call.

Other Calls: 9 Calls, for reports of smoke in the area.

Public Fire Safety Education:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

Training:

Training consisted of regular fire practices.

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
CORPORATE:				
REVENUE				
Municipal Levy	(11,378,238)	(11,636,690.51)	(11,421,235.00)	(11,469,130.46)
School Board Levy	(1,492,647)	(1,483,742.22)	(1,372,201.00)	(1,374,145.27)
Payments-In-Lieu	(830,794)	(21,943.69)	(835,160.55)	(62,947.29)
Contribution From Contingency Reserve Fund	-	-	-	-
Sale of Land/Gain on Sale of Land	-	(707.11)	-	-
Other Grant (In-Lieu of taxation)	-	-	-	-
One Time Assistance Funding	-	-	-	-
Tax Rate Stabilization Reserve Fund Contribution	-	-	-	-
Surplus from Prior Years	-	-	-	-
Ontario Cannabis Legalization Implementation Fund	-	-	-	-
Modernization Grant Fund	-	-	-	-
OMPF Funding	(3,294,600)	(2,470,950.00)	(3,328,600.00)	(2,496,450.00)
	(16,996,279)	(15,614,033.53)	(16,957,197)	(15,402,673.02)
EXPENDITURES				
Election	-	-	-	-
Council	369,358	333,576.05	308,210.00	158,029.82
Contributions from Capital Fund	-	-	-	-
Contribution to Reserve/Reserve Funds	1,802,977	-	1,863,000.00	-
Uncontrollable Costs	2,406,172	1,458,990.30	2,373,474.00	1,439,045.33
Economic Development	31,808	21,875.91	111,063.00	(1,560.16)
Travel Information Centre	19,141	2,685.85	-	-
Solar Panels	(18,329)	(4,094.30)	(11,645.00)	(6,972.01)
School Board Requisition	1,492,647	746,323.71	1,372,201.00	686,100.21
Long Term Debt	384,028	219,884.95	365,991.00	186,609.50
	6,487,802	2,779,242.47	6,382,294	2,461,252.69
Total Corporate	(10,508,477)	(12,834,791.06)	(10,574,902.55)	(12,941,420.33)

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
ADMINISTRATION & FINANCE:				
Admin. Revenue	(465,325)	(279,454.19)	(357,100.00)	(261,641.41)
Administration Department	511,597	294,725.73	516,693.00	304,315.29
Clerk's Department	232,195	125,572.30	220,014.00	138,015.17
Treasury Department	534,938	343,092.62	541,402.00	310,374.97
FFPC Administration	-	2,731.30	-	6,127.46
Information Technology	316,698	182,809.15	357,036.00	224,621.72
Total A & F	1,130,103	669,476.91	1,278,045	721,813.20
EMERGENCY SERVICES				
Fire Emergency Services	1,100,143.00	560,998.45	1,058,403.00	584,715.52
911 Dispatch Services	11,332	9,775.44	10,982.00	3,510.28
COVID-19 Impacts		18,018.90	(309,685.00)	(10,351.29)
Police Services	2,437,386	1,294,009.02	2,542,034.00	1,539,050.76
Total Emergency Services	3,548,861	1,882,801.81	3,301,734	2,116,925.27
COMMUNITY SERVICES:				
Sister Betty Kennedy Centre	36,018	33,456.04	38,831.00	(11,190.98)
Children's Day Care	7,569	5,733.13	-	138.46
Best Start Hub	-	(740.08)	-	-
Day Care Special Needs Resource	-	(3,001.15)	-	-
Handi Transit Services	107,150	27,262.77	113,923.00	(3,673.39)
Townshend Theatre	-	826.28	332.00	270.00
Recreation Facilities	970,938	384,842.13	1,038,637.00	385,391.57
Recreation Programs	117,187	106,855.29	285,792.00	95,439.53
Community Services	114,000	(102.88)	90,496.00	69,080.42
Sunny Cove Camp	38,583	16,919.54	9,955.00	16,059.03
Public Library	521,546	261,908.21	518,280.00	307,068.35
Library Co-op	-	-	-	-
Museum	210,407	82,463.51	202,409.00	108,277.45
Waterfront (Sorting Gap)	29,490	(10,197.99)	37,645.00	(18,873.08)
Total Community Services	2,152,888	906,224.80	2,336,300	947,987.36

2020 Statement of Operations- General Fund

	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
OPERATIONS & FACILITIES				
Public Works	513,209	250,623.31	435,043.00	394,412.74
Roads	1,498,393	874,822.00	1,549,603.00	691,889.47
Sidewalks	143,962	85,031.64	145,079.00	80,320.22
Stores Operations	106,200	50,442.36	102,490.00	52,058.35
Traffic Signal Maint	10,867	6,161.07	10,867.00	11,671.71
Streetlighting Maint	116,672	39,403.45	125,565.00	94,662.89
Waste Management Services	-	(97,678.16)	-	(101,266.36)
Airport	95,547	68,310.74	138,026.00	32,035.28
Parks & Cemeteries Admin	183,760	73,786.19	189,270.00	43,577.55
Cemeteries	347,246	99,407.85	351,512.00	176,336.62
Parks	304,266	168,869.07	332,372.00	155,238.76
Total Operations and Facilities	3,320,122	1,619,179.52	3,379,827	1,630,937.23
PLANNING & DEVELOPMENT				
By-Law Enforcement	157,801	84,618.69	149,001.00	87,918.76
Fight The Blight	-	-	-	-
Building Official Department	22,345	3,912.67	19,758.00	4,015.92
Planning Department	61,197	25,338.45	62,204.00	37,884.98
Civic Centre	115,160	25,346.29	48,034.00	28,586.71
Total Planning and Development	356,503	139,216.10	278,997	158,406.37
SUBTOTAL (SURPLUS)/DEFICIT	-	(7,617,891.92)	0	(7,365,350.90)

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
REVENUE					
Expense Recovery	50-080-0832-0330-40589		(4,967.14)		-
Rents & Leases	50-080-0832-0330-40592	(9,277)	(8,940.78)	(9,277)	(5,490.78)
Private Work Charges	50-080-0832-0330-40595		-		(1,323.18)
Sale of Rain Barrels	50-080-0832-0330-40782	(65)	(115.04)	(65)	(402.64)
Expense Recovery	50-080-0832-0430-40589		(764.62)		-
Private Work Charges	50-080-0832-0430-40595	(8,000)	(1,971.70)	(8,000)	(2,516.00)
Reconnect Charges	50-080-0832-0430-40618	(1,200)	(2,268.20)	(1,200)	(1,768.55)
New Connection Charges	50-080-0832-0430-40619	(15,000)	921.56	(15,000)	-
Late Payment Charges	50-080-0832-0430-40682	(8,000)	(3,909.42)	(8,000)	(5,329.98)
Sale of Water	50-080-0832-0430-40685	(2,854,247)	(1,333,160.96)	(2,817,848)	(1,405,153.01)
Special Water Rates	50-080-0832-0430-40687		(7.50)		(146.10)
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(5,500)	(11,933.21)	(9,100)	-
Water Meter Replacement	50-080-0832-0430-40946	(17,982)	(8,397.52)	(17,982)	(9,161.98)
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595		-		-
		(2,919,271)	(1,375,514.53)	(2,886,472)	(1,431,292.22)
Water Works General					
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Overtime & Lieu Time	50-080-0832-1101-60013		319.90		1,002.47
Paid Leave			-		-
Vac, Floaters, Stats, Holidays			-		-
Hourly Full Time	50-080-0832-1101-60010	106,908	54,360.04	120,571	52,287.67
Disability ST/LTD			-		-
WSIB	50-080-0832-1101-60055	3,370	1,318.51	1,868	1,251.59
Canada Pension Plan	50-080-0832-1101-60025	3,291	2,723.88	2,483	2,705.56
Employment Insurance	50-080-0832-1101-60030	1,212	1,047.07	841	1,015.88
Dental, Vision, Extended Health			-		-
OMERS	50-080-0832-1101-60035	10,344	6,021.46	9,408	5,596.42

2020 Statement of Operations- Water Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
Life Insurance			-		-
Employer Health Tax	50-080-0832-1101-60040	1,974	1,108.16	1,615	1,054.89
Employer Benefits	50-080-0832-1101-60050	8,505	4,170.48	5,644	3,628.54
Summer Staff & Part-time Staff	50-080-0832-1101-60020	1,838	-	2,254	1,082.02
Accounting/Allocated Admin	50-080-0832-1200-71221	211,016	105,507.12	215,236	107,618.00
Communications	50-080-0832-1200-71251	3,200	1,826.02	3,000	1,481.30
Postage, Freight, Courier	50-080-0832-1200-71252	11,673	-	11,673	-
Legal	50-080-0832-1200-71253	5,000	9,328.77	5,000	13,221.59
Memberships	50-080-0832-1200-71260	1,000	-	1,000	-
Write-Offs	50-080-0832-1210-74515	2,000	3.01	2,000	(0.86)
Office Supplies	50-080-0832-1400-71410	1,000	321.45	1,000	294.88
Stores Charge	50-080-0832-1400-71433	10,300	-	10,300	-
Rain Barrel Expenses	50-080-0832-1400-71443		431.76		431.76
Annual Software Support	50-080-0832-1500-71501	1,404	-	1,404	801.78
Computer Maintenance (H&S)	50-080-0832-1500-71502	3,800	8,894.30	8,000	10,034.42
Custom Software Charges	50-080-0832-1500-71503	1,000	-	1,000	-
GIS Material	50-080-0832-1500-71507	13,432	7,548.36	12,211	7,608.95
Contracted Works	50-080-0832-1500-71523	1,000	609.76	1,000	-
Conference & Courses	50-080-0832-1500-71531	25,000	10,539.72	25,000	4,869.45
Insurance	50-080-0832-1500-71580	38,162	31,577.76	44,421	36,115.78
Insurance Deductible	50-080-0832-1500-71581	10,000	-	10,000	-
Advertising & Public Notices	50-080-0832-1500-71591	500	-	500	-
Contribution to Capital Fund	50-080-0832-1510-75350	1,266,144	-	1,124,081	-
Transfer to Reserve Fund (Water Meter Replace	50-080-0832-1620-75390	17,982		17,982	
Contribution to Reserve Fund	50-080-0832-1620-75390		-		-
Contribution to Reserve Fund (Year End)	50-080-0832-1620-75390				
Inventory Adjustments	50-080-0832-1700-72505		-		-
		1,761,055	247,657.53	1,639,492	252,102.09
Water Service Connections					
Hourly Full Time	50-080-0832-1962-60010	50,950	10,203.63	50,950	26,695.26
Overtime	50-080-0832-1962-60013	5,000	59.90	5,000	2,779.36
Hourly Part Time	50-080-0832-1962-60020	3,683	-	3,683	1,913.12

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
Employer CPP	50-080-0832-1962-60025	2,487	554.72	2,728	1,736.12
Employer EI	50-080-0832-1962-60030	890	219.67	920	675.70
Employer OMERS	50-080-0832-1962-60035	5,039	1,040.70	5,283	2,914.55
Employer EHT	50-080-0832-1962-60040	1,101	217.56	1,155	658.98
Employer Benefits	50-080-0832-1962-60050	6,023	1,037.40	5,305	2,791.92
Employer WSIB	50-080-0832-1962-60055	615	258.91	1,374	783.96
Materials	50-080-0832-1962-71471	12,000	1,296.01	12,000	8,903.75
Contracted Works	50-080-0832-1962-71523	14,000	896.75	14,000	1,850.40
Equipment Rentals - Owned	50-080-0832-1962-71540	22,000	923.12	22,000	3,652.07
		123,788	16,708.37	124,398	55,355.19
					-
Water Meter Maintenance					-
Hourly Full Time	50-080-0832-1963-60010	4,500	3,045.16	4,500	1,159.29
Overtime	50-080-0832-1963-60013		-		-
Employer CPP	50-080-0832-1963-60025	205	168.39	225	68.92
Employer EI	50-080-0832-1963-60030	73	65.80	76	26.50
Employer OMERS	50-080-0832-1963-60035	445	305.65	467	120.51
Employer EHT	50-080-0832-1963-60040	91	66.34	95	26.15
Employer Benefits	50-080-0832-1963-60050	532	627.22	469	305.78
Employer WSIB	50-080-0832-1963-60055	51	78.93	113	31.16
Materials	50-080-0832-1963-71471	7,500	16,161.74	30,000	450.66
Contracted Works	50-080-0832-1963-71523	11,874	5,909.25	11,874	3,803.66
Equipment Rentals - Owned	50-080-0832-1963-71540	1,725	400.00	1,725	-
		26,996	26,828.48	49,544	5,992.63
Water Distribution System Maintenance					
Hourly Full Time	50-080-0832-1964-60010	92,729	96,287.12	92,729	91,146.84
Overtime	50-080-0832-1964-60013	8,000	3,595.61	8,000	3,159.52
Hourly Part Time	50-080-0832-1964-60020	9,820	-	9,820	6,389.58
Employer CPP	50-080-0832-1964-60025	4,668	5,419.37	5,121	5,530.53
Employer EI	50-080-0832-1964-60030	1,670	2,158.69	1,727	2,156.43
Employer OMERS	50-080-0832-1964-60035	9,172	9,823.28	9,615	9,136.37
Employer EHT	50-080-0832-1964-60040	2,066	2,130.98	2,167	2,101.66

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
Employer Benefits	50-080-0832-1964-60050	10,962	11,287.64	9,655	9,340.63
Employer WSIB	50-080-0832-1964-60055	1,155	2,527.06	2,579	2,500.80
Materials	50-080-0832-1964-71471	35,000	31,609.74	35,000	19,830.06
Contracted Works	50-080-0832-1964-71523	35,000	17,433.55	35,000	2,406.56
Equipment Rentals - Owned	50-080-0832-1964-71540	35,000	19,384.61	35,000	13,742.44
		245,242	201,657.65	246,413	167,441.42
Total Waterworks General		2,157,081	492,852.03	2,059,847	480,891.33
Water Treatment Plant					
Microfit Generation Revenue	50-080-0831-0330-40320	(11,000)	(2,778.36)	(8,000)	(4,924.85)
Hourly Full Time	50-080-0831-1101-60010	206,452	126,522.35	206,452	122,977.26
Overtime	50-080-0831-1101-60013	4,000	2,042.43	4,000	2,918.93
Hourly Part Time	50-080-0831-1101-60020	-	-	-	-
Employer CPP	50-080-0831-1101-60025	9,397	6,696.82	10,309	6,474.81
Employer EI	50-080-0831-1101-60030	3,362	2,660.13	3,476	2,469.08
Employer OMERS	50-080-0831-1101-60035	20,420	12,405.43	21,407	10,189.20
Employer EHT	50-080-0831-1101-60040	4,160	2,625.06	4,363	2,236.91
Employer Benefits	50-080-0831-1101-60050	24,406	12,659.21	21,495	10,650.25
Employer WSIB	50-080-0831-1101-60055	2,325	3,123.11	5,191	2,881.42
Equipment Rentals - Owned	50-080-0831-1101-71540	2,000	612.50	2,000	3,237.50
Communications	50-080-0831-1200-71251	7,740	2,764.63	5,000	3,068.22
Lab Fees - Water Testing	50-080-0831-1200-71270	16,000	6,225.96	25,000	5,250.48
Office Supplies	50-080-0831-1400-71410	500	-	500	-
Natural Gas	50-080-0831-1240-71416	28,880	12,682.85	28,880	12,219.98
Diesel Fuel	50-080-0831-1240-71417	1,000	-	1,200	-
Electrical Power	50-080-0831-1240-71420	78,940	37,710.65	80,440	35,385.04
Water & Sewer	50-080-0831-1240-71421	1,297	724.50	1,332	738.60
Taxes	50-080-0831-1240-71425	38,162	-	45,603	-
Chlorine	50-080-0831-1400-71434	19,500	7,579.81	20,750	17,444.73
Soda Ash	50-080-0831-1400-71435	48,300	19,887.76	48,500	19,414.96
Aluminium Sulphate	50-080-0831-1400-71436	49,500	27,557.72	50,900	22,781.50

2020 Statement of Operations- Water Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
Fluorides	50-080-0831-1400-71437	10,000	10,263.51	10,100	6,936.96
Miscellaneous Chemicals	50-080-0831-1400-71438	13,000	1,993.17	13,000	11,580.67
Materials	50-080-0831-1400-71471	20,000	7,598.39	20,000	6,416.47
Contracted Services	50-080-0831-1500-71523	36,355	22,755.26	75,355	13,376.37
		645,696	327,091.25	705,253	318,649.34
Total Water Treatment Plant		634,696	324,312.89	697,253	313,724.49
Water Storage Facility			-		-
Hourly Full Time	50-080-0831-1965-60010	7,500	4,126.78	7,500	6,447.11
Overtime	50-080-0831-1965-60013	1,000	-	1,000	-
Employer CPP	50-080-0831-1965-60025	341	222.75	371	340.57
Employer EI	50-080-0831-1965-60030	122	88.73	126	130.08
Employer OMERS	50-080-0831-1965-60035	742	413.60	778	568.75
Employer EHT	50-080-0831-1965-60040	151	86.90	159	127.60
Employer Benefits	50-080-0831-1965-60050	887	434.88	781	570.03
Employer WSIB	50-080-0831-1965-60055	84	103.35	189	151.80
Equipment Rentals - Own	50-080-0831-1965-71540	1,700	1,050.00	1,700	637.50
Communications	50-080-0831-1965-71251	2,180	371.64	2,180	371.57
Natural Gas	50-080-0831-1965-71416	11,760	6,704.37	11,760	887.15
Electrical Power	50-080-0831-1965-71420	3,633	2,222.67	3,706	1,967.03
Taxes	50-080-0831-1965-71425	86,394	-	88,122	-
Materials	50-080-0831-1965-71471	500	-	500	-
Contracted Works	50-080-0831-1965-71523	10,500	2,179.57	10,500	1,391.90
Equipment Rentals Other			-		-
Total Water Storage Facility		127,494	18,005.24	129,372	13,591.09
Total Expenditures		2,930,271	837,948.52	2,894,472	813,131.76
TOTAL WATER FUND (Surplus)/Deficit		-	(540,344.37)	-	(623,085.31)

2020 Statement of Operations- Sewer Fund

NEW G/L ACCOUNT		2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
REVENUES					
Private Work Charges	40-080-0811-0330-40595		(2,693.90)		-
Expense Recoveries	40-080-0811-0330-40589		-		-
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409		-		-
Private Work Charges	40-080-0811-0430-40595	(19,000)	(1,416.65)	(19,000)	(1,985.55)
New Connection Charges	40-080-0811-0430-40619	(8,500)	-	(8,500)	-
Penalty on Late Payments	40-080-0811-0430-40682	(7,000)	(3,576.27)	(7,000)	(4,944.36)
Sewer Service/Disposal	40-080-0811-0430-40760	(2,693,701)	(1,235,393.76)	(2,648,131)	(1,300,909.95)
Expense Recoveries	40-080-0812-0430-40589		-		-
Total Revenues		(2,728,201)	(1,243,080.58)	(2,682,631)	(1,307,839.86)
EXPENDITURES					
Administration					
Distributed Salaries/Wages			-		-
Distributed Benefits			-		-
Hourly Full Time	40-080-0811-1101-60010	78,345	34,161.86	85,582	33,135.04
Overtime	40-080-0811-1101-60013		310.36		197.98
Hourly Part Time	40-080-0811-1101-60020	2,308	-	2,308	-
Employer CPP	40-080-0811-1101-60025	2,865	1,815.15	3,199	1,829.68
Employer EI	40-080-0811-1101-60030	1,057	700.17	1,086	688.12
Employer OMERS	40-080-0811-1101-60035	8,613	4,008.36	9,293	3,842.33
Employer EHT	40-080-0811-1101-60040	1,620	735.47	1,735	708.13
Employer Benefits	40-080-0811-1101-60050	7,901	3,116.88	6,897	2,894.13
Employer WSIB	40-080-0811-1101-60055	2,474	875.01	1,954	842.51
Allocated Admin	40-080-0811-1200-71221	166,378	83,189.88	169,706	84,853.00
Postage, Freight, Courier	40-080-0811-1200-71252	11,673	-	11,673	-
Legal	40-080-0811-1200-71253	10,000	9,328.76	10,000	13,221.59
Office Supplies	40-080-0811-1400-71410	750	-	750	31.75
Taxes	40-080-0811-1400-71425	4,400	-	4,400	-
Stores Charge	40-080-0811-1400-71433	8,700	-	8,700	-
Annual Software Support	40-080-0811-1500-71501	1,500	-	1,500	-
Computer Maintenance (H & S)	40-080-0811-1500-71502	3,800	4,351.39	4,000	4,162.75
GIS Material	40-080-0811-1500-71507	6,716	3,774.19	6,716	3,365.46

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
Contracted Works	40-080-0811-1500-71523	500	518.19	500	-
Conferences & Courses	40-080-0811-1500-71531	5,000	1,017.60	5,000	2,120.48
Insurance	40-080-0811-1500-71580	28,285	23,405.20	32,784	26,654.22
Insurance Deductible	40-080-0811-1500-71581	10,000	-	10,000	1,186.50
Advertising & Public Notices	40-080-0811-1500-71591	500	-	500	-
Contributions to Capital	40-080-0811-1510-75350	1,359,475	-	1,288,115	-
Contribution to Reserve Funds	40-080-0811-1620-75390		-		-
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390				
Inventory Adjustments	40-080-0811-1700-72505		-		-
		1,722,860	171,308.47	1,666,398	179,733.67
Sewer Mains					
Distributed Salaries/Wages					
Distributed Benefits					
Hourly Full Time	40-080-0811-1711-60010	49,136	4,258.98	49,136	10,110.27
Overtime	40-080-0811-1711-60013	1,500	579.99	1,500	36.53
Hourly Part Time	40-080-0811-1711-60020	2,148	-	2,148	198.89
Employer CPP	40-080-0811-1711-60025	2,334	251.11	2,561	574.65
Employer EI	40-080-0811-1711-60030	835	98.68	864	222.51
Employer OMERS	40-080-0811-1711-60035	4,860	461.91	5,095	1,003.69
Employer EHT	40-080-0811-1711-60040	1,033	98.92	1,084	218.11
Employer Benefits	40-080-0811-1711-60050	5,809	603.05	5,116	1,262.47
Employer WSIB	40-080-0811-1711-60055	578	117.66	1,290	259.54
Materials	40-080-0811-1711-71471	10,000	4,324.84	10,000	1,101.89
Contracted Service	40-080-0811-1711-71523	125,000	3,704.09	125,000	535.21
Equipment Rentals - Own	40-080-0811-1711-71540	36,000	1,812.48	36,000	2,016.82
		239,233	16,311.71	239,794	17,540.58
Service Connections					
Distributed Salaries/Wages					-
Distributed Benefits					-
Hourly Full Time	40-080-0811-1712-60010	40,760	8,167.00	40,760	13,465.49
Overtime	40-080-0811-1712-60013	5,000	719.51	5,000	705.22
Hourly Part Time	40-080-0811-1712-60020	2,761	-	2,761	90.17

2020 Statement of Operations- Sewer Fund

	NEW G/L ACCOUNT	2020 OPERATING FORECAST	Actual to July 31, 2020	2021 OPERATING FORECAST	Actual to July 31, 2021
Employer CPP	40-080-0811-1712-60025	1,981	469.96	2,173	795.07
Employer EI	40-080-0811-1712-60030	709	186.88	733	306.47
Employer OMERS	40-080-0811-1712-60035	4,031	885.90	4,226	1,430.77
Employer EHT	40-080-0811-1712-60040	877	184.83	920	300.56
Employer Benefits	40-080-0811-1712-60050	4,819	790.83	4,244	1,276.51
Employer WSIB	40-080-0811-1712-60055	490	219.85	1,094	357.60
Materials	40-080-0811-1712-71471	6,500	1,177.91	6,500	1,894.16
Contracted Services	40-080-0811-1712-71523	12,000	3,998.98	12,000	251.52
Equipment Rentals - Own	40-080-0811-1712-71540	15,000	1,823.94	15,000	2,749.38
		94,928	18,625.59	95,411	23,622.92
Sewage Treatment Plant					
Hourly Full Time	40-080-0812-1101-60010	2,500	55.22	2,500	461.63
Overtime	40-080-0812-1101-60013	-	-	-	-
Hourly Part Time	40-080-0812-1101-60020	-	-	-	-
Employer CPP	40-080-0812-1101-60025	114	4.43	124	23.95
Employer EI	40-080-0812-1101-60030	41	1.77	42	9.21
Employer OMERS	40-080-0812-1101-60035	247	7.56	259	43.45
Employer EHT	40-080-0812-1101-60040	50	1.74	53	9.00
Employer Benefits	40-080-0812-1101-60050	296	21.97	260	34.83
Employer WSIB	40-080-0812-1101-60055	28	2.07	63	10.73
Equipment Rentals - Own	40-080-0812-1101-71540	500	415.15	500	-
Natural Gas	40-080-0812-1240-71416	21,484	10,052.70	21,484	10,901.86
Electrical Power	40-080-0812-1240-71420	95,000	61,416.53	95,000	58,894.45
Grit Landfill Tipping Fees	40-080-0812-1400-71424	501	-	-	-
Taxes	40-080-0812-1240-71425	37,026	-	36,708	-
Materials	40-080-0812-1400-71471	2,000	18.68	2,000	142.35
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	511,393	306,593.49	522,035	303,071.21
		671,180	378,591.31	681,028	373,602.67
Total Expenditures		2,728,201	584,837.08	2,682,631	594,499.84
TOTAL SEWER FUND (Surplus)/Deficit		-	(658,243.50)	-	(713,340.02)

		As of July 31, 2021			
				2021 Budget to	
		2021 BUDGET	2021 Actuals	2021 Budget to Actual Variance	Actual Variance
					%
					Notes & Comments
ADMINISTRATION					
20-020-0253-0490-40952	Contribution from Reserve Fund	(98,270.00)	0.00	(98,270.00)	100%
20-020-0253-9127-71523	CC- Clerk's Library- Movable Shelving System	26,000.00	25,982.38	17.62	0% 100% Completed
20-020-0253-9127-71523	CC- Office Design Work	66,270.00	35,943.73	30,326.27	46%
20-020-0253-9658-71523	CC-Replace Aircompressor for HVAC Control Air	6,000.00	0.00	6,000.00	100%
20-020-0253-9182-71509	Civic Centre- Fire Hall roof top unit		11,498.88		
20-020-0265-0490-40952	Contribution from Reserve Fund	(40,355.00)	0.00	(40,355.00)	100%
	Treasury- Budgeting Software- interact with AMP- Core, Operating and				
20-020-0265-9109-71503	FIR	35,210.00	23,659.20	11,550.80	33%
20-020-0265-9109-71503	Treasury- Diamond GP Upgrade	5,145.00	1,804.97	3,340.03	65%
20-020-0268-0490-40952	Contribution from Reserve Fund	(218,411.00)	0.00	(218,411.00)	100%
20-020-0268-0490-40437	Contribution from Others or Donations	(43,987.00)	0.00	(43,987.00)	100%
	IT- Video Conferencing- Council Chambers- Streaming, CC-Update BAS				
	Server and Software, IT- Annual Upgrades (high and medium ranking),IT-				
20-020-0268-9109-71471	Video Surveillance (MSC and PW)	174,423.00	30,224.32	144,198.68	83%
20-020-0268-9211-71523	Disaster Recovery and Office Upgrades	87,975.00	36,296.72	51,678.28	59% Ongoing
20-020-0268-9211-60010 to 60055	Salaries & Benefit Accts for Disaster Recovery		6,963.14	(6,963.14)	
		0.00	172,373.34	(160,874.46)	
EMERGENCY SERVICES					
20-040-0410-0490-40952	Contribution from Reserve Fund	(41,500.00)	0.00	(41,500.00)	100%
20-040-0410-9120-71480	Six Sets of Bunker Gear	15,000.00	6,381.54	8,618.46	57% 3 sets purchased to date
20-040-0410-9122-71471	6- Air Cylinders for Self Contained Breathing Apparatus (15 yr)	11,000.00	10,532.16	467.84	4% 100% Completed
20-040-0410-9239-71431	Fire Hose- 16 Lengths of 1.75" x 50' and 8 lengths of 2.5" x 50'	7,500.00	5,322.73	2,177.27	29% 100% Completed
20-040-0410-9239-71431	Battery Operated Positive Pressure Fan (Ventilation)	8,000.00	8,002.47	(2.47)	0% 100% Completed
20-040-0450-0490-40952	Contribution from Reserve Fund	(21,250.00)	0.00	(21,250.00)	100%
20-040-0450-0490-40437	Contribution from Others or Donations	(1,250.00)	0.00	(1,250.00)	100%
20-040-0450-9232-71523	CC-Replace Concrete aprons infront of Firehall Doors	20,000.00	27,271.96	(7,271.96)	-36% 100% Completed
20-040-0450-9260-71523	Fence for Standby Generator at FFHS	2,500.00	0.00	2,500.00	100% Materials on order. Will be installed once materials arrive
		0.00	57,510.86	(57,510.86)	
PUBLIC WORKS					
TRANSPORTATION					
20-060-0611-0490-40952	Contribution from Reserve Fund	(778,778.00)	0.00	(778,778.00)	100%
20-060-0611-0490-40400	Federal Gas Tax Reserve Fund	(448,340.00)	0.00	(448,340.00)	100%
20-060-0611-0490-40412	Provinial Grants	(4,799,817.00)	(1,423,598.59)	(3,376,218.41)	70%
20-060-0611-9184-71523	Town Wide Stormwater Management Plan Development	100,000.00	12,734.84	87,265.16	87%
20-060-0611-9265-71523	Erin Crescent Subdivision (Phase 3)- Use FGT to complete	472,340.00	149,626.65	322,713.35	68% Curb and gutter in, asphalt to be installed with Armit Ave paving
20-180-1810-9265-71471	Erin Crescent Subdivision	0.00	12,234.21	(12,234.21)	
20-180-1810-9265-60010 to 60055	Salaries & Benefits - Erin Cresent	0.00	46,836.19	(46,836.19)	
	Phase 1 - Reconstruction - Scott Street - Reid Ave. to Colonization Rd.				
20-060-0611-9308-71523	East	375,715.00	20,418.32	355,296.68	95% Complete
20-060-0611-9309-71523	Reconstruction of Kings Highway from Pit Road #1 to Pit Road #2	1,975,996.00	553,977.28	1,422,018.72	72% Complete
	Design Works for the Reconstruction of Scott Street from Reid Avenue				
20-060-0611-9311-71523	to Armit Ave	85,920.00	0.00	85,920.00	100% No funding
	Reconstruction of Armit Avenue from Church Street to Scott Street				
20-060-0611-9313-71523	(OCIF)	820,059.00	94,738.00	725,321.00	88% Ongoing
20-060-0611-9314-71523	Reconstruction of Kings Highway from Pit Road #2 to Oakwood Road	1,951,510.00	0.00	1,951,510.00	100% No Funding
20-060-0611-9317-71523	Large Storm Sewer Spot Repair - Williams Ave at Front Street	33,021.00	7,341.09	25,679.91	78% To be completed by BCC once Armit is complete
	Replacement of 478 meters of water main along Colonization Road				
20-060-0611-9307-71523	West	212,374.00	1,049.65	211,324.35	100% Settlement issues to be resolved before surface installed
20-060-0614-0490-40952	Contribution from Reserve Fund	(221,790.00)	0.00	(221,790.00)	100%
20-060-0614-9105-71471	Public Works Small Equipment Purchase	8,000.00	1,789.51	6,210.49	78% Ongoing
					Retained contractor, material supply has been an issue. No
20-060-0614-9181-71471	Replace Fire Panel- Public Works	5,620.00	0.00	5,620.00	100% confirmed start date.
20-060-0614-9244-71471	Replace 2000 Sand Truck With Tandem Axel Truck with Sand Box	208,170.00	209,209.92	(1,039.92)	0% Complete
20-060-0614-9257-71471	Loader		10,094.37	(10,094.37)	

		As of July 31, 2021			
				2021 Budget to	
		2021 BUDGET	2021 Actuals	Actual Variance	Actual Variance
				%	Notes & Comments
20-060-0617-0490-40952	Contribution from Reserve Fund	(148,264.00)	0.00	(148,264.00)	100%
20-060-0617-0490-40412	Provinial Grants	(184,736.00)	0.00	(184,736.00)	100%
20-060-0617-0490-40437	Contribution from Others or Donations	(72,000.00)	0.00	(72,000.00)	100%
20-060-0617-9232-71523	Sidewalks - Kings Hwy to FFHS along McIrvine Rd		34.52	(34.52)	
20-060-0617-9308-71523	Sidewalks - Scott St - Reid Ave to Coloniz Rd E		85.16	(85.16)	
20-060-0617-9315-71523	Installation of Sidewalk From Biddeson Avenue to Riverview Cemetery	297,000.00	152,434.03	144,565.97	49% Complete waiting on sod until fall
20-060-0617-9316-71523	Installation of Sidewalk along Keating Avenue from J.W. Walker to Second Street	108,000.00	94,426.92	13,573.08	13% Complete waiting on sod until fall
20-060-0618-0490-40952	Contribution from Reserve Fund	(50,000.00)	0.00	(50,000.00)	100%
20-060-0618-9133-71471	Replace Unit 181 - 2003 Chevy 2500 with new Crew Cab 4WD 3/4 Ton	50,000.00	311.29	49,688.71	99% Complete
20-060-0619-0490-40952	Contribution from Reserve Fund	(213,000.00)	0.00	(213,000.00)	100%
20-060-0619-9107-71471	Replace Roadvista Sign Testing Machine	18,000.00	16,323.11	1,676.89	9% Complete
20-060-0619-9230-71471	Replace 2003 Holder Sidewalk Machine with new Sidewalk machine with blower and sweeper attachments	195,000.00	0.00	195,000.00	100% Tender complete, to be issued shortly\
20-060-0623-0490-40952	Contribution from Reserve Fund	(30,000.00)	0.00	(30,000.00)	100%
20-060-0623-9135-71471	2021 Pole Replacement - 20 poles along Phase 1 Waterfront walkway	30,000.00	0.00	30,000.00	100% Trying to spec a pole for Scott Street - Still unable to cross to US
20-060-0624-0490-40952	Contribution from Reserve Fund	(2,500.00)	0.00	(2,500.00)	100%
20-060-0624-9123-71471	GIS Capital Contribution	2,500.00	0.00	2,500.00	100% ongoing
		0.00	(39,933.53)	39,933.53	
AIRPORT					
20-060-0660-0490-40952	Contribution from Reserve Fund	(71,000.00)	0.00	(71,000.00)	100%
20-060-0660-9107-71471	Replace Runway Reporting Equipment (Regulatory Requirement)	10,000.00	0.00	10,000.00	100%
20-060-0660-9157-71471	Airport Lawnmowers		6,168.86	(6,168.86)	
20-060-0660-9182-71471	Replacement of 2 Terminal furnaces Converting to Propane	18,000.00	11,825.00	6,175.00	Complete, need to build pad and make fence changes to facilitate 34% new propane tank. Materials on order.
20-060-0660-9263-71523	Replace REIL Light Foundations (Audit Finding)	15,000.00	0.00	15,000.00	Lamp bases being galvanized in Wpg. Should have them week of August 23 Foundations can then be installed
20-060-0660-9295-71523	Replace Terminal Roof and Legion Park Picnic Shelter (\$32,000 budget total)	28,000.00	21,150.00	6,850.00	24% Complete
		0.00	39,143.86	(39,143.86)	
SANITARY SEWER					
20-080-0811-0490-40952	Contribution from W&S Reserve Fund	(398,835.00)	0.00	(398,835.00)	100%
20-080-0811-9105-71471	Sanitary Sewer tools and equipment (Annual)	10,000.00	3,831.70	6,168.30	62% Ongoing
20-080-0811-9107-71471	Rebuild Backup Underpass Storm Water Pump	12,250.00	12,367.62	(117.62)	-1% Complete
20-080-0811-9123-71471	GIS Capital Contribution	2,290.00	0.00	2,290.00	100% Ongoing
20-080-0811-9138-71523	Refurbishing Sanitary Manholes (Annual)	50,000.00	0.00	50,000.00	100% No word on Topshot at this point
20-080-0811-9265-71523	Erin Cres Subdivision - Sanitary		4,358.36	(4,358.36)	
20-080-0811-9265-71540	Erin Crescent- Equipment Rentals- Own		8,408.98	(8,408.98)	
20-080-0811-9266-71523	2nd St. Victoria Ave to Portage Ave - Sanitary		3,164.43	(3,164.43)	
20-080-0811-9288-71523	Design for White Pine & Church Lift Station Wet Well Upgrades	65,000.00	0.00	65,000.00	100%
20-080-0811-9293-71523	Design for Infrastructure Renewal Project for 2020 construction work	37,500.00	0.00	37,500.00	100% Hatch engaged, survey work complete, design ongoing
20-080-0811-9307-71523	Water Main along Colonization Road West		229.61	(229.61)	
20-080-0811-9308-71523	S&W Scott Street - Reid Ave. to Colonization Rd. E		684.56	(684.56)	
20-080-0811-9312-71523	Victoria Ave 6th St. 30m S.- Sanitary Main Spot		159.90	(159.90)	
20-080-0811-9313-71523	Reconstruction of Armit Avenue from Church Street to Scott Street	221,795.00	24,813.17	196,981.83	89% Ongoing
		0.00	58,018.33	(58,018.33)	
SEWAGE TREATMENT PLANT					
20-080-0812-0490-40952	Contribution from Revenue Fund	(862,707.00)	0.00	(862,707.00)	100%
20-080-0812-9105-71471	Miscellaneous Capital Upgrades	120,000.00	40,279.38	79,720.62	66% Ongoing
20-080-0812-9107-71471	Replace mobile generator for lift stations	25,000.00	0.00	25,000.00	100% Quotes received, reviewing

		As of July 31, 2021			
				2021 Budget to	Notes & Comments
		2021 BUDGET	2021 Actuals	Actual Variance	
				%	
20-080-0812-9260-71471	Design for Emergency Standby Generator	27,107.00	17,467.61	9,639.39	36% Generator ordered, waiting on final shop drawings to finalize locations for final design and tendering of installation and electrical servicing.
20-080-0812-9260-71471	Installation of Emergency Standby Generator	625,800.00	0.00	625,800.00	100% CAT Retained to supply the unit. Delivery is looking like February at this point....
20-080-0812-9262-71471	PLC Upgrade at Central Lift Station to Delta V	64,800.00	0.00	64,800.00	100% Awarded to lakeside at August 9, 2021 Council meeting
		0.00	57,746.99	(57,746.99)	
WATER TREATMENT PLANT					
20-080-0831-0490-40952	Contribution from Revenue Fund	(214,208.00)	0.00	(214,208.00)	100%
20-080-0831-9105-71471	Miscellaneous Small Capital Equipment	50,000.00	26,370.58	23,629.42	47% Ongoing
20-080-0831-9107-71471	MCC Thermography and Inspection & Starter Replacement	10,000.00	0.00	10,000.00	100% Working with firm giving data so they are ready when staff here to complete
20-080-0831-9107-71471	Defibrillators for WTP (2)	3,153.00	3,311.08	(158.08)	-5% Complete
20-080-0831-9124-71471	New Auto-dialer system for on-call at WTP	35,000.00	0.00	35,000.00	100% Work scoped and Lakeside to implement when in town working on lift stations.
20-080-0831-9127-71523	Office/Lab upgrades at WTP (wifi, phone, workstations, equipment)	33,298.00	4,400.10	28,897.90	87% working with vendors on supply throguh LAS program.
20-080-0831-9133-71471	Replace Unit 189 with new half ton (4WD, Crew Cab)	39,500.00	37,924.40	1,575.60	4% Complete
20-080-0831-9220-71471	Security upgrades at WTP (video, entry system)	16,150.00	0.00	16,150.00	100% working with vendors on supply throguh LAS program.
20-080-0831-9293-71523	Design for hoarding in of Soda Ash Tower in WTP	27,107.00	2,014.85	25,092.15	93% Finalizing a design report on this issue.
		0.00	74,021.01	(74,021.01)	
WATERWORKS ADMINISTRATION					
20-080-0832-0490-40952	Contribution from W&S Reserve Fund	(654,741.00)	0.00	(654,741.00)	100%
20-080-0832-9105-71471	General Miscellaneous Tools/Equipment	10,000.00	4,445.56	5,554.44	56% Ongoing
20-080-0832-9107-71471	New Honeywell Water Meter Reading Device & 2 Days Training	9,852.00	4,757.29	5,094.71	52% Waiting on final server setup so software can be installed and final training can be completed
20-080-0832-9123-71471	GIS Capital Contribution	4,579.00	0.00	4,579.00	100% Ongoing
20-080-0832-9137-71523	2019 Road Reconstruction	0.00	125.68	(125.68)	
20-080-0832-9137-71523	Replacing main line water valves/hydrants included in the 2021 Roadworks Tender	100,000.00		100,000.00	100% Complete
20-080-0832-9137-71523	Structural Relining of watermain under CNR Wright Avenue ROW	114,033.00	0.00	114,033.00	100% Awarded to FerPal - to be complete September 2021
20-080-0832-9137-71523	Structural Relining of watermain under CNR Keating Avenue ROW	113,234.00	71,815.71	41,418.29	37% Awarded to FerPal - to be complete September 2021
20-080-0832-9137-71524	Colonization Rd Sidewalk - Misc Waterworks		1,312.44		
20-080-0832-9293-71523	Design for Infrastructure Renewal Project for 2022 construction work	37,500.00	0.00	37,500.00	100% Hatch engaged, survey work complete, design ongoing
20-080-0832-9307-71523	Water Main along Colonization Rd W		413.34	(413.34)	
20-080-0832-9308-71523	Scott Street - Reid Ave. to Colonization Rd. E		664.90	(664.90)	
20-080-0832-9309-71523	Reconstruction of Kings Highway from Pit Road #1 to Pit Road #2	45,000.00	12,593.74	32,406.26	72% Complete
20-080-0832-9313-71523	Reconstruction of Armit Avenue from Church Street to Scott Street	220,543.00	25,803.23	194,739.77	88% Ongoing
		0.00	121,931.89	(120,619.45)	
Landfill					
20-080-0860-0490-40952	Contributions from Reserve Fund	(138,500.00)	0.00	(138,500.00)	100%
20-080-0860-9107-71471	Replace Landfill Scales (\$58.5k + installation & commissioning)	78,500.00	0.00	78,500.00	100%
20-080-0860-9238-71523	Landfill Site Expansion and first phase design activities	60,000.00	0.00	60,000.00	100% Consultant to be on site early September. Survey work required, finalizing scope.
		0.00	0.00	0.00	
CEMETARIES					
20-100-1041-0490-40952	Contribution from Reserve Fund	(132,286.00)	0.00	(132,286.00)	100%
20-100-1041-9620-71471	Installation of 3 new Columbaria at Riverview Cemetery	132,286.00	131,255.85	1,030.15	1% Units installed, unistone to be installed yet
		0.00	131,255.85	(131,255.85)	
SKC					
20-120-1220-0490-40952	Contribution from Reserve Fund	(12,000.00)	0.00	(12,000.00)	100%
20-120-1220-9127-71523	Accoustical Improvements	12,000.00	6,568.10	5,431.90	45% Complete in main hall, panels to install in pool room yet

As of July 31, 2021				
		2021 Budget to		Notes & Comments
2021 BUDGET	2021 Actuals	Actual Variance	%	
0.00	6,568.10	(6,568.10)		

As of July 31, 2021				
		2021 Budget to		
		2021 Budget to	Actual Variance	
2021 BUDGET	2021 Actuals	Actual Variance	%	Notes & Comments
(88,894.00)	0.00	(88,894.00)	100%	
(500.00)	0.00	(500.00)	100%	
6,250.00	1,929.68	4,320.32	69%	Ongoing
3,500.00	1,840.61	1,659.39	47%	Complete for 2021, more trees to plant in 2022, unavailable in 2021
11,658.00	2,207.03	9,450.97	81%	
7,656.00	3,655.00	4,001.00	52%	
60,330.00	49,763.04	10,566.96	18%	Complete
	3,995.17	(3,995.17)		
(4,000.00)	0.00	(4,000.00)	100%	
4,000.00	3,154.56	845.44	21%	Complete
0.00	66,545.09	(66,545.09)		
(150,180.00)	0.00	(150,180.00)	100%	
10,000.00	0.00	10,000.00	100%	
140,180.00	189,572.72	(49,392.72)	-35%	Complete
	14,064.05	(14,064.05)		
(938,253.00)	0.00	(938,253.00)	100%	
(1,893,247.00)	0.00	(1,893,247.00)	100%	
30,000.00	6,230.00	23,770.00	79%	Ongoing
13,000.00	439.24	12,560.76	97%	
12,500.00	12,350.53	149.47	1%	Complete
2,000.00	0.00	2,000.00	100%	Can't be complete without more structural repairs
2,712,000.00	18,052.80	2,693,947.20	99%	Ongoing
22,000.00	0.00	22,000.00	100%	
40,000.00	386.40	39,613.60	99%	Ongoing
	(600.00)	600.00		
0.00	240,495.74	(240,495.74)		
(89,020.00)	0.00	(89,020.00)	100%	
20,450.00	0.00	20,450.00	100%	
68,570.00	5,749.09	62,820.91	92%	
0.00	5,749.09	(5,749.09)		
(20,950.00)	0.00	(20,950.00)	100%	
10,000.00	10,175.54	(175.54)	-2%	Complete
				Retained contractor, material supply has been an issue. No
10,950.00	0.00	10,950.00	100%	confirmed start Date
0.00	10,175.54	(10,175.54)		
(196,852.00)	0.00	(196,852.00)	100%	
(12,037.00)	(202.43)	(11,834.57)	98%	
(11,111.00)	0.00	(11,111.00)	100%	
25,000.00	1,817.43	23,182.57	93%	
60,000.00	4,577.56	55,422.44	92%	
135,000.00	355.75	134,644.25	100%	
0.00	6,548.31	(6,548.31)		