

**TOWNSHIP OF BLANDFORD-BLENHEIM
COUNCIL MEETING AGENDA -**

AMENDED

Wednesday, December 5th, 2018
Township Council Chambers
47 Wilmot Street South, Drumbo
4:00 p.m.

- 1. Welcome**
- 2. Call to Order**
- 3. Declarations of Office under the *Municipal Act***
- 4. Approval of the Agenda**
- 5. Disclosure of Pecuniary Interest**
- 6. Adoption of Minutes**
 - a. October 17, 2018 Police Services Board
 - b. November 21, 2018 Regular Session of Council
 - c. November 28, 2018 Special Meeting of Council (Orientation)
- 7. Business Arising from the Minutes**
- 8. Delegations / Presentations**
 - a. Jessica Jaremchuk & Aran Myers, Frank Cowan Company Re: 2019 Insurance Renewal
 - b. Debbie & Jerry Falkiner, Township Residents Re: Fence Height Restrictions & Building without a Permit
- 9. Correspondence**
 - a. General
 - i. David Simpson, Director of Public Works, Oxford County, Re: Blandford-Blenheim Speeding Concerns
 - ii. David Simpson, Director of Public Works, Oxford County, Re: Traffic Speeds in Bright
 - b. Specific

None.

10. Staff Reports

a. Jim Borton – Director of Public Works

i. [PW-18-28 - Monthly Report](#)

Recommendation:

That Report PW-18-28 be received as information.

b. Jim Harmer – Drainage Superintendent

i. [DS-18-15 – Monthly Report](#)

Recommendation:

That Report DS-18-15 be received as information.

c. Trevor Baer – Acting Manager of Community Services

i. [CS-18-11 – Monthly Report](#)

Recommendation:

That Report CS-18-11 be received as information.

d. Denise Krug – Director of Finance

i. [TR-18-19 – 2019 Summer Students](#)

Recommendation:

That Report TR-18-19 be received, and;

That Council authorize the hiring of 6 summer students in 2019 as set out in Report TR-18-19.

ii. [TR-18-20 – 2019 Fees and Charges](#)

Recommendation:

That Report TR-18-20 be received as information;

And further, that Council authorize the Director of Finance to prepare a fees and charges by-law for the December 19, 2018 Council meeting based upon Township fees and charges as outlined on the schedules attached to Report TR-18-20.

e. Rodger Mordue – Chief Administrative Officer / Clerk

i. [CAO-18-17 – Conservation Authority Board Appointments](#)

Recommendation:

That the Council receive report CAO-18-17 as information; and,

That Councillor Bruce Banbury be recommended to the County of Oxford as the County's representative to the Grand River Conservation Authority Board.

ii. [CAO-18-20 – 2019 Insurance Renewal](#)

Recommendation:

That Council receive report CAO-18- 20 as information; and,

That the 2019 Insurance requirements for the Township of Blandford-Blenheim be administered through the Frank Cowan Company at a total cost \$236,286 plus applicable taxes.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

- a. a proposed or pending acquisition or disposition of land by the municipality;
- b. personal matters about an identifiable individual, including municipal or local board employees; and,
- c. A position, plan, procedure, criteria or instruction to be applied to negotiations by or on behalf of the municipality or local board.

16. By-laws

a. [2101-2018](#)

Being a By-law to appoint an Acting Head of Council.

b. [2102-2018](#)

Being a By-law to appoint the Members of Council to the Township of Blandford-Blenheim, Committee of Adjustment for the Council term December 1, 2018 to November 30, 2022.

c. [2103-2018](#)

Being a By-law to provide for the appointment of persons to serve as Fence-Viewers, Livestock Valuers, a Pound keeper and a Property Standards Committee in the Township of Blandford-Blenheim.

d. [2104-2018](#)

Being a By-law to appoint Melissa Torres Garavito as a Building Inspector / Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.

e. [2105-2018](#)

Being a By-law to confirm the proceedings of Council.

f. [2106-2018](#)

Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Hofstetter Road Drain.

17. Other

The Township Office will be closed from Monday, December 24, 2018 to January 1, 2019. Regular Office hours will resume on January 2, 2019.

January 2, 2019 Regular Meeting of Council is cancelled.

18. Adjournment and Next Meeting

Wednesday, December 12th, 2018 at 4:00 p.m. in Council Chambers for a Special Meeting – Capital Budget.

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, Mark Peterson, having been elected or appointed to the office
(name of person)

of Mayor
(name of office)

in the municipality of Township of Blandford-Blenheim
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the Township of)
Blandford-Blenheim in the County)
of Oxford)
on December 5th)
2018.)

signature of declarant

Commissioner for taking Affidavits

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, Randy Balzer, having been elected or appointed to the office
(*name of person*)

of Councillor
(*name of office*)

in the municipality of Township of Blandford-Blenheim
(*name of municipality*)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the Township of)
Blandford-Blenheim in the County)
of Oxford)
on December 5th)
2018.)

signature of declarant

Commissioner for taking Affidavits

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, George B. Banbury, having been elected or appointed to the office
(name of person)

of Councillor
(name of office)

in the municipality of Township of Blandford-Blenheim
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the Township of)
Blandford-Blenheim in the County)
of Oxford)
on December 5th)
2018.)

signature of declarant

Commissioner for taking Affidavits

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, Nancy Demarest, having been elected or appointed to the office
(name of person)

of Councillor
(name of office)

in the municipality of Township of Blandford-Blenheim
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the Township of)
Blandford-Blenheim in the County)
of Oxford)
on December 5th)
2018.)

signature of declarant

Commissioner for taking Affidavits

DECLARATION OF OFFICE
(Section 232 of the *Municipal Act, 2001*)

I, Justin Read, having been elected or appointed to the office
(name of person)

of Councillor
(name of office)

in the municipality of Township of Blandford-Blenheim
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the Township of)
Blandford-Blenheim in the County)
of Oxford)
on December 5th)
2018.)

signature of declarant

Commissioner for taking Affidavits



Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0
519-463-5347 or 1-800-410-6882
Secretary: Cretia Brittain 519-458-4865 e-mail @ cretia666@gmail.com



Township Office
Drumbo, Ontario
Wednesday, October 17, 2018

PSB MINUTES

The Police Services Board Meeting was called to order at 12:56pm by Bev Beaton.

Present: Karen Bartlett, Bev Beaton, Marion Wearn, Rodger Mordue, Inspector Tony Hymers, and Cretia Brittain.

Regrets:

Declaration of Pecuniary Interests: None

Agenda: Moved by Marion and seconded by Bev that the PSB Agenda for October 17th be approved. Carried.

Minutes: Moved by Bev and seconded by Marion that the PSB Minutes for May 23rd be approved. Carried.

Business Arising from the Minutes:

1. Conference – Police Service Act, Cannabis , Small Town Policing

Presentation/Delegations/Petitions: Township Safety Jordan Kent – County will be taking data gather within the next 3-6 mths. No specific actions taken at this time. Tony had example of traffic calming mechanism. Tony has created the Community Engagement Officer Position to deal with these types of issues. He has already been on the job and Tony feels it is being well utilized.

Correspondence:

1. Annual Billing Statement – It has been received and is going before council this afternoon, any info will follow.

Detachment Commanders Report: Inspector Tony Hymers (May, June, July, August)

1. Public Complaints – 1/0/1/1
2. Secondary Employment – 0/0/0/0
3. Crime Abatement Strategy – There are 7/7 offenders and 2/0 checks in May and June.

4. Hours/Foot Patrol – 108.25/115.25/149.75/129.75 of reported cruiser patrol hours and 1/7.25/3.7/2.755 foot patrol hours in May, June, July and August.
5. Calls For Service – There were 59, 63, 66 and 72 calls in May, June, July and August.
6. Crime Statistics – There were 3 assaults, 1 mischief's, 1 break & enters, 8 theft, 2 frauds, and 11 MVAs in May. 1 assaults, 2 mischief's, 2 break & enter, 8 theft, 1 frauds and 7 MVAs in June, 1 assaults, 2 mischief's, 0 break & enters, 5 theft, 0 frauds, and 7 MVAs in July and 1 assaults, 1 mischief's, 2 break & enters, 3 theft, 2 frauds, and 8 MVAs in August.
7. Tickets Written – 45/83/75/65 tickets written including 26/50/53/50 speeding, 6/7/8/5 plate/permit/insurance, 4/2/2/4 careless driving and 2/2/1/1 handheld device in May, June, July and August.
8. Crime Stoppers – 28/34/44/37 and 12/19/22/18 total/OPP tips via crime stoppers and 1/1/1/0 cases cleared and 1/2/2/0 charges laid as of a direct result of crime stoppers tips in May, June, July and August.
9. Education - OPP hosted a public education night how to prevent being a victim, how to avoid issues and how to help report crimes. This was a trial in Tillsonburg to see how it went and Tony is happy with the results.

Other Business:

1. Mental Health Clinician - The new position in conjunction with CMHA is now started in September. Tony is happy with the results so far. When there is more info it will be included in our reports. All have training and are wearing a consistent uniform.
2. West Region Family Day – Successful event, raised \$6500 for 2 funds.
3. Mis-Information at Candidates Meeting – Bev was discouraged that some of the candidates were giving incorrect info regarding policing issues. We as a board need to be more pro-active in making sure the general public is aware of the accurate details of the policing structure and crime rates of our community.

In Camera: None

Next Meeting – Wednesday, November 28th at 1pm.

Meeting was adjourned by Karen, seconded by Bev at 2:pm.

Submitted by: Cretia Brittain

Township of Blandford-Blenheim
 Regular Council Meeting
 Wednesday, November 21, 2018 4:00 p.m.

MINUTES

Council met at 4:00 p.m. for their first regular meeting of the month.

Present: Mayor Wearn, Councillors Balzer, Banbury, Cowan and Peterson.

Staff: Baer, Borton, Harmer, Krug, Matheson, Mordue and Scherer.

Other: Smith, Oxford County Planner

Mayor Wearn in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Peterson
 Seconded by – Councillor Balzer

Be it hereby resolved that the revised agenda for the November 21, 2018 Meeting of Council be adopted as amended with the addition of item 10. a. i., PW-18-27, GPS for Township Vehicles.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

RESOLUTION #2

Moved by – Councillor Peterson
 Seconded by – Councillor Balzer

Be it hereby resolved that the minutes of the May 23, 2018 Meeting of the Police Services Board be received.

.Carried

RESOLUTION #3

Moved by – Councillor Peterson
 Seconded by – Councillor Balzer

Be it hereby resolved that the minutes of the November 7, 2018 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

- a. Don Michalak, Member of the Drumbo & District Heritage Society Re: Township Bulletin Board Installation

Mr. Michalak presented a request for the Municipality to install a bulletin board in Drumbo near the Canada Post Community Mailboxes. Michalak sees need for this as there was previously a similar board at the Drumbo Variety which has now closed.

RESOLUTION #4

Moved by – Councillor Peterson
Seconded by – Councillor Balzer

Be it hereby resolved that the presentation regarding the installation of a community message board in the public parking lot in Drumbo be referred to the 2019 budget deliberations.

.Carried

8. Committee of Adjustment

RESOLUTION #5

Moved by – Councillor Peterson
Seconded by – Councillor Balzer

Be it hereby resolved that Council move into Committee of Adjustment at 4:08 p.m.

.Carried

RESOLUTION #8

Moved by – Councillor Balzer
Seconded by – Councillor Peterson

Be it hereby resolved that Council move out of Committee of Adjustment at 4:40 p.m.

.Carried

9. Correspondence

a. General

- i. City of Woodstock, Re: Payment under Boundary Adjustment Agreement.
- ii. Upper Thames River Conservation Authority, Re: 2019 Draft Budget10.
- iii. Oxford County Planning Department, Re: Application for Consent and Zone Change – B18-63-1 & ZN1-18-11 (Estate of Richard Ward)

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Cowan

Be it hereby resolved that the General Correspondence be received.

.Carried

b. Specific

None.

10. Staff Reports

a. Jim Borton – Director of Public Works

- i. PW-18-27, GPS for Township Vehicles

RESOLUTION #10

Moved by – Councillor Banbury
Seconded by – Councillor Cowan

Be it hereby resolved that Report PW-18-27 be received as information;

And further that Council accepts the quote submitted by DiCAN Digital Instruments Canada Inc. for the supply and installation of a GPS asset tracking solution system.

.Carried

b. Rick Richardson – Director of Protective Services

- i. FC-18-16, Monthly Report

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Cowan

Be it hereby resolved that Report FC-18-16 be received as information.

.Carried

c. John Scherer – Chief Building Official

i. CBO-18-16, Monthly Report

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Cowan

Be it hereby resolved that Report CBO-18-16 be received as information.

.Carried

d. Rodger Mordue, Chief Administrative Officer / Clerk

i. CAO-18-15, Election Accessibility Report

RESOLUTION #13

Moved by – Councillor Banbury
Seconded by – Councillor Cowan

Be it hereby resolved that Report CAO-18-15 be received as information.

.Carried

11. Reports from Council Members

Councillor Cowan thanked everyone and extended her well wishes to the next term of Council. Mayor Wearn echoed Councillor Cowan's sentiments.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

a. October 3, 2018 Closed Session of Council Minutes;

- b. Personal matters about an identifiable individual, including municipal or local board employees.

RESOLUTION #14

Moved by – Councillor Banbury
Seconded by – Councillor Cowan

Be it hereby resolved that Council moves into Closed Session under the authority of Section 239 of the Municipal Act at 5:10 p.m. to discuss:

- Personal matters about an identifiable individual, including municipal or local board employees.

.Carried

RESOLUTION #15

Moved by – Councillor Cowan
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:27 p.m.

.Carried

16. By-laws

RESOLUTION #16

Moved by – Councillor Cowan
Seconded by – Councillor Banbury

Be it hereby resolved that a first and second reading be given to the following By-law:

- By-law 2100-2018, Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #17

Moved by – Councillor Cowan
Seconded by – Councillor Banbury

Be it hereby resolved that a third and final reading be given to the following By-law:

- By-law 2100-2018, Being a By-law to confirm the proceedings of Council.

.Carried

17. Other Business

December 1st, 2018 Santa Claus Parade at 2:00 in Bright, 6:30 in Plattsville.

December 1st, 2018 Craft Sale from 10:00 am – 3:00 pm at the Plattsville Curling Club.

18. Adjournment and Next Meeting

RESOLUTION #18

Moved by – Councillor Cowan
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:30 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, November 28th, 2018 at 10:30 a.m. in Council Chambers for the purposes of Council Orientation.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

Township of Blandford-Blenheim
 Regular Council Meeting
 Wednesday, November 28, 2018 4:00 p.m.

MINUTES

Council met at 10:30 a.m. for a special meeting for Council Orientation.

Present: Councillors Balzer, Banbury, and Peterson.

Staff: Baer, Borton, Harmer, Krug, Matheson, Mordue, Richardson and Scherer.

Others: Smith, Oxford County Planner

Demarest & Read, 2018-2022 Term New Council Members

Councillor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor

Seconded by – Councillor Balzer

Be it hereby resolved that the revised agenda for the November 28, 2018 Meeting of Council be adopted.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

None.

6. Business Arising from the Minutes

None.

7. Delegations / Presentations

None.

8. Correspondence

a. **General**

None.

b. **Specific**

None.

9. Staff Reports

None.

10. Reports from Council Members

None.

11. Unfinished Business

None.

12. Motions and Notices of Motion

None.

13. New Business

None.

14. Closed Session

- a. Training and educations purposes: Council Orientation.

RESOLUTION #2

Moved by – Councillor Balzer

Seconded by – Councillor Banbury

Be it hereby resolved that Council moves into Closed Session under the authority of Section 239 (3.1) of the Municipal Act at 10:35 a.m. for training and education purposes.

.Carried

RESOLUTION #3

Moved by – Councillor Balzer

Seconded by – Councillor Banbury

Be it hereby resolved that Council rise from Closed Session at 5:30 p.m. and that the open Council meeting resume.

.Carried

15. By-laws

None.

16. Other Business

None.

17. Adjournment and Next Meeting

RESOLUTION #4

Moved by – Councillor Balzer
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:31 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on
Wednesday, December 5th, 2018 at 4:00 p.m. in Council Chambers.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

2018 Municipal Insurance Program

CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

Renewal Report for the Policy Term December 31, 2018 to December 31, 2019

Prepared by:
Jessica Jaremchuk, BA, LL.B
 Regional Manager

Ref 06300/bm

21 November 2018

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

We have updated and enhanced our property wordings. See the Property Highlights Sheet for more information.

Built with integrity, leading through innovation.



About Frank Cowan Company

Frank Cowan Company is a leader in providing specialized insurance programs, including risk management and claims services to municipalities, healthcare, education, community, children's and social service organizations across Canada. Proven industry knowledge, gained through nine decades of partnering with insurance companies and independent brokers, gives Frank Cowan Company the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues.

Frank Cowan Company Limited is affiliated with Cowan Insurance Group Ltd., The Guarantee Company of North America and Millennium Credit Risk Management Limited through common ownership under Princeton Holdings Limited.

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

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

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

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

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

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

Best in Class Value-Added Services

Frank Cowan Company offers more than just an insurance policy. As an MGA, we provide Canadian municipalities with a complete insurance program. What is the difference? A vested interest in helping you reduce your cost of claims. Every one of our best in class value added services helps to mitigate risk, which can translate into fewer claims.

RISK MANAGEMENT

Contract Reviews

Valuable feedback and insight on the suitability and effectiveness of liability provisions and insurance clauses in contracts and agreements.

Road Risk Reviews

MVA's and road liability greatly impact your municipality's cost of risk. Access a qualified professional to analyze your roads and improve areas with a high frequency of claims.

MMS Compliance

MMS compliance can help when defending a claim. A review of your operations, policies and procedures can assess your current state of compliance and uncover areas for improvement.

Asset Valuation and Risk Inspections

Inspections review properties and operations for potential liabilities and provide extensive detail and documentation.

Educational Seminars

Seminars and training that focus on methods to reduce risk and recurring incidents.

Fleet Risk Solutions

An onsite risk evaluation of your municipal fleet will evaluate compliance, safety and risk management practices and provide tools to address risk issues.

Policy and Procedural Reviews

Audit systems and processes to reduce potential losses by focusing on documentation, reporting and consistency with accepted standards and practices.

Driver Training

Frank Cowan Company has launched a new Driver Training service. We can provide your staff – from fleets to individual drivers – with comprehensive driver training. We have seminars, tools and guidelines to assist with everything from pre-employment checklists and Driver Management Polices to Defensive and Cooperative Driving education.

Municipal GPS & Weather Monitoring

Municipalities with readily accessible information are better able to make smart decisions that help reduce redundancies and promote efficiency. Trusted information tied to GPS and weather can also help with assessing and defending a road related claim.

Cyber Risk Preparedness

Cyber is a new and developing risk that many municipalities aren't prepared for. Cyber education and the implementation of specific policies and procedures can assist greatly with preparedness and mitigation. Network security assessment tools and Cyber Risk Insurance are also available.

Risk Management Centre of Excellence

Online resource library dedicated to sharing information and tools to help manage risk. excellence.frankcowan.com

Claims History Analysis

Identify the cause of claims and focus on trends and patterns to help eliminate risk sources.

CLAIMS

Claims Management Best Practices Framework

View the status of your open claims and claims history. Experience increased efficiency and see trends in claims data. Couple this with strong claims and risk management and your organization will be better prepared to help mitigate and manage future incidents.

Guidewire ClaimCenter® Claims Management

View the status of claims in addition to data mining capabilities for risk management purposes so as to better identify risk trends and address them with mitigation techniques.

Claims Education

Customized municipal seminars on claims related topics delivered to solve specific risk issues.

Expertise

Canadian municipal claims experience and expertise is important. Our technically proficient claims team has hundreds of years of combined experience specifically in the municipal area. We have maintained a long-term commitment to understanding municipal issues so that we can better service your unique claims requirements.

Your Insurance Coverage

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	(\$)*Deductibles	(\$)*Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	25,000	15,000,000 Per Claim No Aggregate
Voluntary Medical Payments		50,000 Per Person 50,000 Per Accident
Voluntary Property Damage		50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees		50,000 Each Person 250,000 Annual Aggregate
Sewer Backup	25,000 Per Claimant	
Wrongful Dismissal (Legal Expense – Claims Made)	5,000	250,000 Per Claim 250,000 Aggregate
Forest Fire Expense		1,000,000 1,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	5,000	15,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	500	250,000
Environmental Liability (Claims Made Form)	5,000	2,000,000 Per Claim 4,000,000 Aggregate
*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings		

Follow Form – Excess Liability

Coverage Description	(\$)*Limit of Insurance
Excess Limit	5,000,000
Underlying Policy	(\$)*Underlying Limit
General Liability	15,000,000
Errors & Omissions Liability	15,000,000
Non-Owned Automobile	15,000,000
Owned Automobile	15,000,000

Total Limit of Liability (\$) 20,000,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		300,000
Loss Outside the Premises (Broad Form Money & Securities)		300,000
Audit Expense		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000

Accident

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Board Members: Persons Insured – Mayor, Four (4) Councillors and Two (2) Members of the Police Services Board		
Board Members Accidental Death & Dismemberment		250,000
Paralysis		500,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		300
Accidental Death of a Spouse while Travelling on Business		Included
Volunteers Accidental Death & Dismemberment		50,000
Paralysis		100,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		250

Conflict of Interest

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Fees Expenses		100,000 Per Claim No Aggregate

Legal Expense (Claims Made)

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost		100,000 500,000 Aggregate

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

Coverage is on an All Risk Basis unless otherwise specified. Basis of Settlement is Replacement Cost unless otherwise specified The Deductible is on a Per Occurrence Basis			
Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Scheduled	10,000	RC	8,287,100
Scheduled Items Coverage, Deductible and Basis of Settlement as per Schedule	Refer to Schedule		Refer to Schedule
Excluded Item or Locations	Refer to Schedule		Refer to Schedule

Property Supplemental Coverage (Included in the Total Sum Insured unless otherwise specified in the wording)		
Building By-laws	10,000	Included
Building Damage by theft	10,000	Included
Debris Removal	10,000	Included
Electronic Computer Systems		
Electronic Computer Hardware and Media	2,500	Included
Electronic Computer Systems Breakdown	2,500	88,300
Electronic Computer Systems – Extra Expense	2,500	10,000
Extra Expense Period of Restoration	2,500	90 Days
Expediting Expense	10,000	Included
Fire or Police Department Service Charges	10,000	Included
First Party Pollution Clean-up	10,000	Included
Fungi and Spores	10,000	10,000
Furs, Jewellery and Ceremonial Regalia		
Ceremonial Regalia	10,000	Included
Furs and Jewellery	10,000	25,000
Inflation Adjustment	10,000	Included
Live Animals Birds or Fish	10,000	25,000
Newly Acquired Property	10,000	25,000
Professional Fees	10,000	Included

Property and Unnamed Locations	10,000	Included
Property Temporarily Removed Including while on Exhibition and during Transit	10,000	Included
Recharge of Fire Protection Equipment Expense	10,000	Included
Sewer Backup and Overflow	10,000	Included

Public Entity Extension Endorsement (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	10,000	500,000
Bridges and Culverts	10,000	50,000
Buildings Owned due to Non-Payment of Municipal Taxes	10,000	100,000
Buildings in the Course of Construction Reporting Extension	10,000	1,000,000
By Laws – Governing Acts	10,000	25,000
Consequential Loss Caused by Interruption of Services		
On Premises	10,000	Included
Off Premises	10,000	1,000,000
Cost to Attract Volunteers Following a Loss	10,000	10,000
Docks, Wharves and Piers	10,000	100,000
Errors and Omissions	10,000	Included
Exterior Paved Surfaces	10,000	50,000
Extra Expense	10,000	500,000
Fine Arts		
At Insured's Own Premises	10,000	25,000
On Exhibition	10,000	25,000
Fundraising Expenses	10,000	10,000
Green Extension	10,000	50,000
Growing Plants		
Any One Item	10,000	1,000
Per Occurrence	10,000	100,000
Ingress and Egress	10,000	Included
Leasehold Interest	10,000	25,000
Master Key	10,000	25,000

Peak Season Increase	10,000	25,000
Personal Effects	10,000	500,000
Property of Others	10,000	25,000
Rewards: Arson, Burglary Robbery and Vandalism	10,000	25,000
Signs	10,000	25,000
Vacant Property	10,000	1,000,000
Valuable Papers	10,000	500,000
Business Interruption		
Rent or Rental Value	10,000	500,000
Additional Endorsements		
Earthquake – Other Property	10,000	Included
Earthquake – Buildings	Not Applicable	Excluded
Flood – Other Property	10,000	Included
Flood – Buildings	Not Applicable	Excluded
(\$) Total Amount of Insurance		11,492,100
RC = Replacement Cost; ACV = Actual Cash Value; VAL = Valued		

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (TechAdvantage)

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	10,000	50,000,000 Per Accident
Loss of Arena Revenues	24 Hours	1,000 Daily Indemnity 90,000 Total limit of loss
Extra Expense		500,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Civil Authority or Denial of Access		30 days
Errors and Omissions		250,000
Data Restoration		50,000
By-Law Cover		Included
Off Premises Transportable Object		10,000
Brands and Labels		100,000
Green Coverage		50,000
Environmental Efficiency *Will not show on Declarations Page		Up to 150% of Loss
Anchor Locations		Included
Service Interruption *Will not show on Declarations Page		Included Within 1000 metres
Contingent Business Interruption		25,000
Public Relations Coverage		5,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		15,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.		
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	5,000	Included
Endorsements		
GCNA #3 - Equipment Endorsement		Included
GCNA #4 - Fire Department Vehicles		Included
GCNA #8 - Replacement Cost		Included
#5 - Permission to Rent or Lease Automobiles and Extending Coverage to Specified Lessee(s)		Included
#21B - Blanket Fleet Coverage		Pro Rata
** This policy contains a partial payment of loss clause. A deductible applies for each claim except as stated in your policy.		

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Facility User Solution

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Commercial General Liability		2,000,000
Tenants' Legal Liability – Any One Premises		2,000,000
Medical Expenses – Per Person		10,000
Non-Owned Automobile		2,000,000

Account Premium

<i>Prior Term</i>	<i>Total Annual Premium</i> <i>(Excluding Taxes Payable)</i>	\$ 217,668	Total Annual Premium (Excluding Taxes Payable)	\$ 222,995
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Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply. The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 143,289	\$ 149,021
Errors and Omissions Liability	13,316	14,648
Non-Owned Automobile Liability	200	200
Environmental Liability	5,757	5,757
Crime	1,000	1,000
Board Members Accident	434	434
Volunteers' Accident	150	150
Conflict of Interest	480	480
Legal Expense	1,200	1,200
Facility User Solution	828	828
Property		
Property	13,241	12,064
Equipment Breakdown	784	792
Automobile		
Owned Automobile	35,260	34,610
Excess		
Follow Form- 1 st Layer	1,729	1,811
Total Annual Premium	\$ 217,668	\$ 222,995
(Excluding Taxes Payable)		

Changes to Your Insurance Program

Please be advised of the following changes to your insurance program that now apply:

Liability Policy

- Please be advised that the Amending Exclusion is being updated correcting the reference error. There will no change to intent.

Property Policy

- **We have made important changes to your policy.** We have rewritten our Property Coverages with many improvements, including several new coverages making our wording much more flexible and adaptable to your needs while retaining the broad coverage Frank Cowan Company is known for. This redesign includes our wordings as well as our Declaration Pages and Summary of Coverage.

While many changes have been made to expand coverage under your property policy, changes have also been made to clarify intent with coverage being much more clear and concise. There may also be areas where coverage is now more restrictive.

Refer to the Property Change Highlights for further details.

- Building values have been increased in order to reflect inflationary trends.

Automobile Policy

- As the Lease Agreement with Brant County for the 1993 International (74525) will end December 31, 2018, it has not been included on the Renewal.
- Item #8 (1994 International Fire Truck, S/N 1 HTSDAAR4H572397) has been amended to ACV.

PROPERTY CHANGE HIGHLIGHTS

We have made important changes to your policy. Please read your policy carefully and contact your Frank Cowan Company Representative should you have any questions or concerns.

NEW LOOK AND STYLE

Frank Cowan Company's property coverage has a new look and style that provides you with a more streamlined approach for your convenience and ease of reference. This redesign includes our wordings as well as our Declaration Pages and Summary of Coverage.

OVERVIEW

We have rewritten our Property Coverages with many improvements, including several new coverages making our wording much more flexible and adaptable to your needs while retaining the broad coverage Frank Cowan Company is known for.

While many changes have been made to expand coverage under your property policy, changes have also been made to clarify intent with coverage being much more clear and concise. There may also be areas where coverage is now more restrictive (e.g. vacancy exposures are automatically covered for up to 120 days, after which time coverage is to be reported). Due to the extent of changes, the structure, layout and terminology of our wordings have been modified significantly. As this document only provides a brief overview of changes, please read your policy carefully.

Moving forward, your policy will be comprised of a Base Property Wording and a new Public Entity Extension of Coverage Endorsement along with any miscellaneous or specific endorsements required to tailor coverage to your needs.

BASE PROPERTY WORDING (PROPERTY COVERAGE) OVERVIEW OF CHANGES

Your property insurance includes broad coverage to protect your physical assets (e.g. buildings and other property you own, lease or are legally liable for) from direct physical loss. All parts of the base Property Wording have been re-written including the:

- Introduction
- Insuring Agreement
- Insurer's Liability Under the Form
- Property Insured
- Deductible and Dual Policy Deductible Clauses
- Perils Insured
- Property and Perils Excluded
- Supplemental Coverages
- Coverage Territory
- Loss Conditions
- Basis of Settlement
- Loss Agreement Clause
- Definitions

BASE PROPERTY WORDING (PROPERTY COVERAGE) OVERVIEW OF CHANGES CONTINUED

Improvements to the base Property Wording include the following:

- Additional titles and sections have been added for ease of reference.
- The Insuring Agreement has been re-written to clearly specify what the Insurer(s) agrees to indemnify the Insured for under the policy.
- The Insurer's Liability Under the Form clause clarifies the Insurer(s) intent when there is and is not a catastrophic limit shown on the Declarations.
- Two Deductible Clauses: We now have a standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible Clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with Frank Cowan Company).
- The 'Perils Insured' clause has been expanded to provide coverage on either a Named Perils or All Risk basis, whichever is indicated on the Declarations/Summary of Coverage pages.

EXCLUSIONS UNDER THE BASE PROPERTY WORDING

Many important changes have been made to both the Property and Perils Excluded Sections to remain current and in order to:

- Prevent duplication of coverage. Additional exclusions may be shown as in many instances coverage is more specifically insured under the policy (e.g. under the Public Entity Extension Endorsement we provide coverage for Fine Arts, Valuable Papers etc.)
- Clearly exclude exposures the policy was not intended to cover (e.g. Ocean Marine exposures, Property Illegally Acquired etc.)
- Allow us to review a risk exposure more thoroughly (e.g. Vacant Risks).
- Implement stronger exclusionary clauses with the addition of non-concurrency language under the Perils Excluded and Other Excluded Losses sections.
- Review our catastrophic coverage and exposures (e.g. Earthquake and Flood). These will now be added separately for a premium when you request coverage.
- Add Standard Exclusions within the base wording including exclusions for Terrorism, Fungi, Nuclear and Data.
- Remove the outdated exclusion for loss or damage to rented premises, where the cause of loss was due to neglect by tenants.

ADDITIONAL CHANGES

Additional Changes to the Base Property Wording include:

Loss Conditions:	An option for Insurer(s) to settle a loss directly with the Insured or owner of the property.
Loss Agreement:	Revisions to stipulate how the Equipment Breakdown and property policies will both respond in the event of a loss.
Territory:	Clarification that coverage is worldwide.
Basis of Settlement:	Expansion in various sections to clarify different settlement options.
Definitions:	Many new definitions have been added to provide clarification of intent.

SUPPLEMENTAL COVERAGE UNDER THE BASE PROPERTY WORDING

This section has been added to clarify the many benefits we automatically provide such as:

• Building Bylaws	• Furs, Jewellery and Ceremonial Regalia
• Building Damage by Theft	• Inflation Adjustment
• Debris Removal Expense	• Live Animals, Birds or Fish
• Electronic Computer Systems	• Newly Acquired Property
• Expediting Expense	• Professional Fees
• Fire or Police Department Service	• Property at Unnamed Locations
• First Party Pollution Clean-Up Coverage	• Property Temporarily Removed Including while on Exhibition and during
• Fungi (covers the expense for any testing, evaluating or monitoring for fungi or spores required due to loss)	• Recharge of Fire Protective Equipment
	• Sewer Back Up and Overflow

Note: The Supplemental Coverage does not increase your Total Sum Insured in most cases.

STATUTORY AND ADDITIONAL CONDITIONS CHANGES

Liberalization Clause:	A new clause allowing any change in statutory coverage to automatically apply to the property policy.
Mortgage Clause:	A new clause which was previously added via endorsement.
Verification of Values:	A new clause which provides the Insurer access to your Insureds' books/records etc. which may be required especially in event of a loss.

PUBLIC ENTITY EXTENSIONS OF COVERAGE ENDORSEMENT

Each Extension of Coverage will have an individual Limit of Insurance that will be shown on the Summary of Coverage/Declarations Page.

The Limit of Insurance for each Extension of Coverage is over and above the Total Sum Insured (unless shown as 'included' on the declarations or otherwise stipulated within the wording).

Limits of Insurance available for each Extension of Coverage will vary based on the individual risk.

• Accounts Receivable	• Green Extension
• Bridges and Culverts	• Growing Plants
• Building Coverage Owned Due to the Non Payment of Municipal Taxes – <i>Named Perils Coverage applies.</i>	• Ingress and Egress
• Building(s) in the Course of Construction Reporting Extension	• Leasehold Interest
• By Laws – Governing Acts	• Master Key
• Consequential Loss caused by Interruption of Services	• Peak Season Increase
• Cost to Attract Volunteers Following a	• Personal Effects
• Docks, Wharves and Piers	• Property of Others

PUBLIC ENTITY EXTENSIONS OF COVERAGE ENDORSEMENT CONTINUED

<ul style="list-style-type: none">• Errors and Omissions	<ul style="list-style-type: none">• Rewards: Arson, Burglary, Robbery and Vandalism
<ul style="list-style-type: none">• Exterior Paved Surfaces	<ul style="list-style-type: none">• Signs
<ul style="list-style-type: none">• Extra Expense	<ul style="list-style-type: none">• Vacant Properties – <i>Named Perils Coverage applies on an Actual Cash Value basis.</i>
<ul style="list-style-type: none">• Fine Arts at Own Premises and Exhibition Site	<ul style="list-style-type: none">• Valuable Papers
<ul style="list-style-type: none">• Fundraising Expenses	

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Program Options

Frank Cowan Company offers a comprehensive insurance program. Outlined below are the program options, followed by your current coverage highlights.

1. Liability Limits

To increase the present limit of liability from \$20,000,000 to \$25,000,000 with respect to the Town's Liability, Errors & Omissions, Non-Owned Automobile and Owned Automobile policies would require an Additional Annual Premium of \$2,654.

2. Errors and Omissions

To increase the present Deductible from \$5,000 to \$10,000 with respect to the Errors & Omissions policy would result in an Annual Savings of \$1,026.

3. Environmental Liability

To increase the Self-Insured Retention from \$5,000 to \$10,000 with respect to the Environmental Liability would result in an Annual Savings of \$403.

4. Crime Coverage – Fraudulently Induced Transfer Coverage

Fraudulently Induced Transfer Coverage is now available. Covers a loss when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

For coverage information and available options refer to the Fraudulently Induced Transfer Endorsement Coverage Highlights Sheet.

5. Unmanned Aerial Vehicle (UAV) Coverage

- Property and/or Liability Cover may be available for Unmanned Aerial Vehicles (UAV)
- Application required to quote
- For Coverage information refer to the Unmanned Aerial Vehicles (UAV) Highlight Sheet

6. Active Assailant and Associated Coverages

Frank Cowan Company has partnered with XLCatlin, a market leader in writing Terrorism Risk, to offer a suite of Terrorism and Associated Coverages.

You have the option to select one or any combination of the following (Separate Policies).

- Active Assailant Event Insurance
- Chemical, Biological, Radiological and Nuclear (CBRN) Insurance
- Terrorism Property Insurance
- Terrorism Liability Insurance

For coverage information, please refer to the Terrorism and Associated Coverage Options.

An application is required to quote.

7. Cyber Liability

Organizations rely on technology and the safe processing and storage of data to conduct business on a daily basis. Ensuring the security of data information is becoming an increasingly difficult task, especially considering changing regulations. A failure in technology or data breach can have significant consequences not only on the balance sheet but also to your organization's reputation.

Cyber Risk Insurance is available. See attached Highlights Sheet. **A completed application is required should a quote be requested.**

Cyber Liability		
Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Cyber Risk Insurance		Limits from 100,000 to 1,000,000 Aggregate Available
Below are the Coverages Provided under a Cyber Policy		
Media Content Services Liability		Included
Network Security Liability		Included
Privacy Liability		Included
Extortion Threat		Included
Sub-Limits		
Privacy Notification Costs		
Regulatory Proceedings		
Crisis Management Expense		
Business Interruption	24 Hours	
The Sub-Limits are subject to specific limits and are based on the Main Cyber Aggregate Limit Selected. They are included within the Cyber Aggregate limit and not in addition to this Limit.		

Description of Coverages

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a summary of current coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

MUNICIPAL LIABILITY COVERAGE HIGHLIGHTS

OVERVIEW

The Frank Cowan Company are specialists at insuring Public Entities. Our liability wording has been specially designed to meet the unique needs of these types of risks.

COVERAGE

- Limits up to \$50,000,000 available.
- Occurrence coverage with no General Aggregate.
- Territory – World-wide for all coverage.
- Products and Completed Operations – liability arising out of the Insured's operations conducted away from the Insured's premises once those operations have been completed or abandoned. An Aggregate limit may apply for limits in excess of \$25,000,000.
- Bodily Injury including coverage for assault and battery.
- Personal Injury coverage - broad coverage (including advertising coverage) for acts that violate or infringe on the rights of others.
- Liquor Liability for bodily injury or property damage imposed upon an Insured by a Liquor Liability Act.
- Blanket Contractual for liability assumed by the Insured in contracts, whether reported to the insurer or not.
- Products Liability - legal liability incurred by an Insured because of injury or damage resulting from a product's exposure.
- Professional/Malpractice Liability including for bodily injury or property damage from professional exposures.
- Abuse Liability for the entity insured.
- Employers Liability providing coverage for liability to employees for work-related bodily injury or disease, other than liability imposed on the Insured by a workers compensation law.
- Sewer backup Liability
- Watercraft Liability - full coverage with no restrictions.
- Tenants legal liability
- Cross Liability
- Broad Definition of Insured.

COMMON ENDORSEMENTS

In addition to the base wording, we have many optional endorsements to tailor coverage for individual accounts including:

- Wrongful Dismissal (Legal Expense)
- Forest Fire Expense
- Marina Liability Extension
- Sexual Abuse Therapy and Counselling Extension for long term care homes.
- Other endorsements specifically crafted for a particular exposure.

COVERAGE IS PROVIDED FOR UNIQUE EXPOSURES

- Products and Completed Operations Aggregate Limit may come into play for exposures such as road maintenance, snow removal, garbage collection / waste disposal, street cleaning or other duties that the Insured Municipality has to perform on behalf of third parties.
- Assault and battery coverage is imperative when there are security exposures (e.g. police).
- Products exposures such as utilities (e.g. water) are covered.
- Full Malpractice including Medical Malpractice as well as professional exposures are covered.
- Professional exposures include those such as medical, engineering, design errors or building inspection operations.
- Abuse and Professional Liability – as we have no exclusions for abuse, professional liability, negligent hiring practices or failure to supervise we provide exceptionally broad coverage for health risks such as long term care homes.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

PUBLIC ENTITY ERRORS AND OMISSIONS LIABILITY COVERAGE HIGHLIGHTS

PUBLIC ENTITY ERRORS AND OMISSIONS INSURANCE

Public Entity Errors and Omissions Insurance (E&O) Coverage protects risks from civil litigation caused by allegations of professional negligence or failure to perform professional duties. Errors and Omissions focuses on providing coverage when there is financial loss to a third party (rather than bodily injury or property damage as general liability does).

FEATURES

Limits	Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000.
Defence Costs	Over and above the Limit of Insurance. Whether a potential claim is baseless, or not, mounting legal expense can have serious monetary consequences for an Insured.
No Annual Aggregate	With higher out of court settlements and increased damage awards, large or even a series of small claims can quickly erode an annual aggregate limit.
Claims Made Policy	Pays for claims occurring and reported during the policy period. Our policy provides retroactive coverage (no date need be specified) and stipulates that a claim is first known only when written notice is first received.
Claims Definition	The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings.
Insured Definition	Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers.

COVERAGE IS PROVIDED FOR UNIQUE EXPOSURES

Insurance	No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects).
Benefit Plans	Errors or Omissions in administering Employee Benefit Plans are covered.
Misrepresentations	Municipal governments are required to provide information with respect to local matters and must ensure the information which is provided is accurate, true and not misleading. Our definition of a Wrongful Act covers misstatements or misleading statements.
Other Specialists and Services	Covers errors or omissions when they are rendered in connection with operations that are typical of public sector such as those of building inspections, zoning, planning, developing or regulating by-laws. Officials and employees acting in good faith are often times the subject of lawsuits.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

NON-OWNED AUTOMOBILE COVERAGE HIGHLIGHTS

OVERVIEW

Non-Owned and hired automobile liability insurance covers bodily injury and property damage caused by a vehicle not owned by the Insured (including rented or borrowed vehicles). Coverage is provided for Third Party Liability arising from the use or operation of any automobile not owned or licensed in the name of the Insured if it results in bodily injury (including death), property damage (if the property was not in possession of the Insured) to a third party.

FEATURES

SEF No. 96 Contractual Liability:

- When renting a vehicle you engage in a contractual relationship with the rental company where you assume liability for the operation of the automobile. It is therefore important that contractual coverage is added to the policy by way of an endorsement known as SEF (Standard Endorsement Form) No. 96. Contractual Liability coverage is automatically provided for all written contractual agreements with our Non-Owned Automobile coverage.

SEF No. 99 Long Term Lease Exclusion:

- When Contractual Liability is provided under the policy there is also an exclusion for Long Term Leased vehicles SEF No. 99. This excludes coverage for vehicles hired or leased for longer than a certain period such as 30 days.

Territory:

- The Non-Owned Automobile policy provides coverage while in Canada and United States.

Termination Clause:

- The standard termination clause has been amended in that the Insured may still provide notice of cancellation at any time, however, the Insurer must provide ninety days' notice of cancellation to the Insured rather than the standard 15 or 30 days.

SEF No. 94 Legal Liability (Physical Damage) to a Hired/Rented Automobile:

- We automatically provide coverage for damage to a vehicle that you have hired or rented. Coverage is provided via endorsement SEF No. 94. We automatically provide 'All Perils' coverage. The limit of coverage will vary per client.

ADDITIONAL INFORMATION

Courts have repeatedly held that when an automobile is used on a person's behalf or under a person's direction, that person (or entity) has a responsibility for the operation of the automobile and may be held liable for damages in the event of an accident even though he or she is not the owner or driver of the vehicle. This common law principle has been supported by a number of court decisions making an employer responsible for the use and operation of an automobile when an employee is operating an automobile (not owned by the employer) while being used for the employer's business.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

ENVIRONMENTAL COVERAGE HIGHLIGHTS

OVERVIEW

Pollution incidents are a significant risk that can result in serious harm to public health and safety as well as to the environment.

We provide pollution liability insurance for claims for third party bodily injury and property damage. Coverage is provided on a blanket basis resulting from pollution conditions on or migrating from premises owned, occupied, rented or leased by the insured that are discovered and are reported during the policy period. The policy responds to events that are gradual in nature as well as those that are sudden and accidental, causing third party damage whether pollutants are released on land, into the atmosphere or in the water.

FEATURES

Defence Costs

- Our Defence costs are over and above the limit of insurance and will respond even if allegations are groundless or false.

Storage Tanks

- Seepage or leakage from both above and below ground storage tanks are covered without being specifically listed on the policy.

Territory

- Worldwide territory.

Limits of Insurance

- Both a 'per incident' and an 'aggregate' limit is applicable.

ADDITIONAL INFORMATION

Environmental exposures pose an imminent and substantial threat to public health, safety or welfare or to the environment. Exposures could stem from: wastewater treatment plants, electric utility plants, construction sites, flood and rainwater runoff or retention basins, underground fuel storage tanks, herbicides, pesticides, and fertilizers, road salts and chemicals used to de-ice roads and bridges, contaminated waste from medical facilities or health clinics, marina's, fire-fighting chemicals or even contaminated swimming pools.

An environmental exposure arising from sewers is covered under our liability.

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CRIME COVERAGE HIGHLIGHTS

OVERVIEW

Our crime coverage is one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

- Extortion Coverage (Threats to persons and property).
- Pension or Employment Benefit Plan coverage.
- Residential Trust Fund Coverage.
- Credit Card Coverage.
- Client Coverage (Third Party Bond).
- Fraudulently Induced Transfer Coverage (otherwise known as Social Engineering). *Separate Coverage Highlights Sheet for Fraudulently Induced Transfer Coverage is available.*

For more information on our Optional Coverage refer to our Crime Coverage Options Highlight Sheet.

FEATURES OF OUR STANDARD CRIME COVERAGE

Below is a brief description of the Standard Crime Coverage an Insured may elect to purchase:

Employee Dishonesty – Form A Commercial Blanket Bond

- This protects the employer from financial loss due to the fraudulent activities of an employee or group of employees. The loss can be the result of theft of money, securities or other property belonging to the employer.

Loss Inside and Loss Outside the Premises (Broad Form Money and Securities)

- Covers loss by theft, disappearance, or destruction of the Insured's money and securities inside the Insured's premises (or Insured's bank's premises) as well as outside the Insured's premises while in the custody of a messenger.

Money Orders and Counterfeit Paper Currency

Covers Loss

- Due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company; and
- From the acceptance of counterfeit paper currency of Canada or the United States.

Forgery and Alteration

- Covers loss due to dishonesty from a forgery or alteration to a financial instrument (cheque, draft or promissory note).

Audit Expense

- Coverage for the expenses that are incurred by the Insured for external auditors to review their books in order to establish the amount of a loss. This is a separate limit of insurance.

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Loss caused when money, securities, or other property is transferred because of a fraudulent computer entry or change. The entry or change must be within a computer system that the Insured owns (and on their premises).
- Loss caused when money or securities are transferred, paid, or delivered from the Insured's account at a financial institution based on fraudulent instructions (at the financial institutions premises).
- Voice computer toll fraud covers the cost of long distance calls if caused by the fraudulent use of an account code or a system password.

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BOARD MEMBERS' (INCLUDING COUNCILLORS') ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE HIGHLIGHTS

AD&D AND PARALYSIS LIMITS	OPTION 1	OPTION 2
Accidental Death or Dismemberment (including loss of life and heart attack coverage)	\$100,000	\$250,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit		
Permanent Total Disability - Accidental Death and Dismemberment Limit		

WEEKLY INDEMNITY	OPTION 1	OPTION 2
Total Loss of Time	\$300	\$500
Partial Loss of Time	\$150	\$300

ACCIDENT REIMBURSEMENT - \$15,000

Chiropractor	Crutches [†]
Podiatrist/Chiropodist	Splints [†]
Osteopath	Trusses [†]
Physiotherapist	Braces (excludes dental braces) [†]
Psychologist	Casts [†]
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant [‡]	Rental of Wheelchair
Transportation to nearest hospital [†]	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies [‡]	Blood or Blood Plasma [‡]
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room [‡]

[†]Maximum \$1,000 per accident. [‡]If prescribed by physician

DENTAL EXPENSES

Dental Expenses	\$5,000
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OCCUPATIONAL RETRAINING – REHABILITATION

Retraining – Rehabilitation for the Named Insured	\$15,000
Spousal Occupational Training	\$15,000

REPATRIATION

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
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DEPENDENT CHILDREN – PER CHILD

Dependent Children's Education (limit is per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit is per year- maximum 4 years)	\$10,000

TRANSPORTATION/ACCOMMODATION (WHEN TREATMENT IS OVER 100KM FROM RESIDENCE)

Transportation costs for the Insured when treatment is over 100km from home.	\$1,500
Transportation and accommodation costs when Insured is being treated over 100km from home.	\$15,000

HOME ALTERNATION AND VEHICLE MODIFICATION

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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SEATBELT DIVIDEND

10% of Principal Sum	\$25,000
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FUNERAL EXPENSE

Benefit for loss of life \$10,000

IDENTIFICATION BENEFIT

Benefit for loss of life \$5,000

EYEGASSES, CONTACT LENSES AND HEARING AIDS

When Insured requires these items due to an accident. \$3,000

CONVALESCENCE BENEFIT – PER DAY

Insured Coverage \$100
One Family Member Coverage \$50

WORKPLACE MODIFICATION BENEFITS

Specialized equipment for the workplace. \$5,000

ELECTIVE BENEFITS

Complete Fractures

Skull	\$ 5,200	Foot & Toes	\$ 2,200
Lower Jaw	\$ 2,800	Two or More Ribs	\$ 1,900
Collar Bone	\$ 2,800	Colles' fracture	\$ 2,800
Shoulder Blade	\$ 3,500	Potts' fracture	\$ 3,400
Shoulder Blade complications	\$ 3,700	Dislocation	
Thigh	\$ 4,600	Shoulder	\$ 2,200
Thigh/hip joints	\$ 4,600	Elbow	\$ 2,200
Leg	\$ 3,500	Wrist	\$ 2,500
Kneecap	\$ 3,500	Hip	\$ 4,600
Knee/joint complications	\$ 4,000	Knee	\$ 3,500
Hand/Fingers	\$ 2,200	Bones of Foot or Toe	\$ 2,500
Arm (between shoulder & elbow)	\$ 4,600	Ankle	\$ 2,800
Forearm (between wrist & elbow)	\$ 2,800		

AGGREGATE LIMIT

Aggregate Limit only applicable when 2 or more board members are injured in same accident. \$ 2,500,000

COVERAGE EXTENSIONS

- Standard coverage is applicable while the Insured is 'On Duty'. Coverage for Accidents that may occur 24/7 may be purchased.
- Accidental Death of a Spouse While Travelling on Business is automatically included when this coverage is purchased. This endorsement provides for Accidental Death of a spouse when the spouse is travelling with an Insured Person on business. Coverage applies while travelling to or from such an event and /or if the loss of life occurs within one year of the accident.
- When Board Members' Accidental Death and Dismemberment Coverage is purchased, the Insured also has the option to purchase Critical Illness Coverage.

ADDITIONAL INFORMATION

- Loss of life payments up to 365 days from date of Accident or if permanently disabled up to 5 years.
- Weekly Indemnity coverage pays in addition to Elective Benefits.
- Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.

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VOLUNTEERS' ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE HIGHLIGHTS

AD&D AND PARALYSIS LIMITS

Accidental Death or Dismemberment	\$50,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit	\$100,000

WEEKLY INDEMNITY

Total Loss of Time	\$500
Partial Loss of Time	\$250

† Volunteer must be gainfully employed immediately prior to an accident for weekly indemnity benefits

ACCIDENT REIMBURSEMENT - \$15,000

Chiropractor	Crutches†
Podiatrist/Chiropodist	Splints†
Osteopath	Trusses†
Physiotherapist	Braces (excludes dental braces)†
Psychologist	Casts†
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant‡	Rental of Wheelchair
Transportation to nearest hospital†	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies‡	Blood or Blood Plasma‡
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room‡

†Maximum \$1,000 per accident. ‡If prescribed by physician.

DENTAL EXPENSES

Dental Expenses	\$5,000
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OCCUPATIONAL RETRAINING – REHABILITATION

Retraining – Rehabilitation for the Volunteer	\$15,000
Spousal Occupational Training	\$15,000

REPATRIATION

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
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DEPENDENT CHILDREN – PER CHILD

Dependent Children's Education (limit per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit per year- maximum 4 years)	\$10,000

TRANSPORTATION/ACCOMMODATION (WHEN TREATMENT IS OVER 100KM FROM RESIDENCE.)

Insured Coverage	\$1,500
Family Member	\$15,000

HOME ALTERATION AND VEHICLE MODIFICATION

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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SEATBELT DIVIDEND

10% of Principal Sum when proof of wearing a seatbelt.	\$5,000
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FUNERAL EXPENSE

Benefit for loss of life. \$10,000

IDENTIFICATION BENEFIT

Transportation and accommodation costs for family member to identify Insured's remains. \$5,000

EYEGLOSS, CONTACT LENSES AND HEARING AIDS

When Insured requires these items due to an accident. \$3,000

CONVALESCENCE BENEFIT – PER DAY

Confined to hospital. \$100

Outpatient. \$ 50

WORKPLACE MODIFICATION BENEFITS

Specialized equipment for the workplace. \$5,000

AGGREGATE LIMIT

Aggregate Limit only applicable when 2 or more volunteers are injured in same accident. \$ 1,000,000

ADDITIONAL INFORMATION

- Loss of life payments up to 365 days from date of Accident Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.
- Coverage is afforded to the Volunteer only when they are 'On Duty'.

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CONFLICT OF INTEREST COVERAGE HIGHLIGHTS

OVERVIEW

Conflict of Interest can be described as a situation in which public servants have an actual or potential interest that may influence or appear to influence the conduct of their official duties or rather divided loyalties between private interests and public duties.

Conflict of Interest coverage provides protection for the cost of legal fees and disbursements in defending a charge under the Municipal Conflict of Interest Act (or other similar Provincial Legislation in the respective province of the Insured).

FEATURES

Coverage is offered as a standalone coverage providing the client a separate limit of insurance that is not combined with any other coverage such as legal expense coverage.

- Per Claim Limit only – No Annual Aggregate.
- Coverage provided on a Reimbursement Basis.

COVERAGE DESCRIPTION

Coverage is provided for legal costs an Insured incurs in defending a charge under the Provincial Conflict of Interest Act if a court finds that:

- There was no breach by the Insured; or
- The contravention occurred because of true negligence or true error in judgment; or
- The interest was so remote or insignificant that it would not have had any influence in the matter.

ADDITIONAL INFORMATION

Coverage is provided for elected or appointed members of the Named Insured including any Member of its Boards, Commissions or Committees as defined in the 'Conflict of Interest Act' while performing duties related to the conduct of the Named Insured's business.

Conflict of Interest coverage is applicable to only those classes of businesses that are subject to the Municipal Conflict of Interest Act (or other similar Provincial legislation in the respective province of the Insured).

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LEGAL EXPENSE COVERAGE HIGHLIGHTS

COVERAGE FEATURES

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of your operations.

- Coverage will pay as costs are incurred.
- Broad Core Coverage.
- Optional Coverage.
- Coverage for Appeals for Legal Defence Costs and any Optional Coverage purchased.
- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.
- Additional Optional Coverage available.
- Broad Definition of Insured including managers, employees and volunteers.

BROAD CORE COVERAGE

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation (including human rights tribunals).
- Criminal Code Coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared.
- Civil action for failure to comply under privacy legislation.
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees.

OPTIONAL COVERAGE

In addition to the Core Coverage an Insured can mix and match any of the following Optional Coverage:

- Contract Disputes and Debt Recovery
- Statutory License Protection
- Property Protection
- Tax Protection

LIMITS AND DEDUCTIBLES

- Coverage is subject to an Occurrence and an Aggregate Limit.
- The Core Coverage is typically written with no deductible however a deductible may be applied to Optional Coverage.

EXCLUSIONS

- Each Insuring Agreement is subject to Specific Exclusions and Policy Exclusions.
- Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) is excluded.
* Conflict of Interest Coverage may be provided under a separate policy for eligible classes of business.

TELEPHONE LEGAL ADVICE AND SPECIALIZED LEGAL REPRESENTATION

- General Advice (available from 8 am until 12 am local time, 7 days a week).
- Emergency access to a Lawyer 24 hours a day, 7 days a week.
- Services now automatically include the option of using an appointed representative from a panel of Lawyers with expertise in a variety of areas.

CLIENT MATERIAL AND WALLET CARD

- The 'Legal Expense Important Information' wording attached to each policy explains the steps that are to be taken in event of a claim.
- A wallet card is now attached to the policy which the Named Insured can copy & distribute to each Insured (e.g. managers, employees, etc.).

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EQUIPMENT BREAKDOWN TECHADVANTAGE HIGHLIGHTS

OVERVIEW

Property policies typically exclude losses that Equipment Breakdown Insurance is designed to cover. Equipment Breakdown Coverage insures against losses (property damage and business interruption) resulting from 'accidents' (as defined in the wording) to various types of equipment such as pressure, mechanical, electrical and pressure equipment (called "objects" in the policy). Coverage also extends to electronic equipment for 'electronic circuitry impairment'. Coverage typically extends to production machinery unless specifically excluded.

FEATURES

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income: The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 1000 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

Demolition: Building demolition and rebuilding required by building laws.

Ordinance or law: The additional costs (other than demolition) to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations, Civil Authority or Denial of Access.

COVERAGE AUTOMATICALLY INCLUDES:

Microelectronics Coverage: Provides insurance when physical damage is not detectable or when firmware or software failure causes non-physical damage. Triggered when covered equipment suddenly stops functioning as it had been and that equipment or a part containing electronic circuitry must be replaced.

Cloud Computing – Service Interruption: Pays for business interruption and extra expense when your cloud computing service provider experiences an outage due to an equipment breakdown.

Cloud Computing – Data Restoration: Pays for data restoration for data lost when stored and managed by a cloud computing service provider that experiences an equipment breakdown.

Off Premises Transportable Objects: Extends coverage to transportable equipment anywhere in North America.

Anchor Location: (when business income coverage is purchased) expands Business Income coverage resulting from a covered accident at an anchor location that attracts customers to an insured location.

Environmental Efficiency and Green Coverage: Pays for upgrades to more energy efficient or environmentally friendly equipment.

Brands and Labels: Pays for the cost of removing labels or additional cost of stamping salvaged merchandise after a loss.

OTHER BENEFITS

Public Relations Coverage: (when business income coverage is purchased other than extra expense) pays for public relations assistance to help manage your reputation that may be damaged by business interruption or data loss.

Contingent Business Interruption: (when business income coverage is purchased other than extra expense) pays for Business Income resulting from a covered accident to property not owned, operated or controlled by the Insured.

OPTIONAL COVERAGE

The coverage is included only if specified limits of insurance are shown on the Schedule of Coverage. A quote may be available (a completed application may be required).

Data Compromise Coverage: Up to \$50,000 (Annual Aggregate) for an Insured affected by a data breach. When a data breach occurs involving personal identifying information (information not typically available to the public) coverage includes expenses you incur for:

- Legal Counsel: to determine how you should best respond to the breach.
- Forensic Services: to help assess the nature and extent of the compromise.
- Regulatory Notification: to provide notification to the Office of the Privacy Commissioner of Canada.
- Notification and Services to Affected Individuals: a packet of customer support information, access to a helpline, fraud alert for the affected individuals, identity restoration case management for victims of identity theft caused by the breach.
- Public Relations Services: to assist in restoring your reputation.

Identity Recovery Coverage: Up to \$15,000 (Annual Aggregate) for an Insured affected by identity theft. Coverage applies to an Insured that is a sole proprietor, a partner if the Insured is a partnership, a chief executive in a corporation or a senior ministerial employee for religious institutions. Coverage is provided for various additional and unexpected expenses an individual will sustain due to an identity theft such as: costs for credit reports, lost wages, costs for the supervision of children, elderly or infirm dependents.

ADDITIONAL INFORMATION

BI&I automatically provide inspection services for boilers and pressure vessels to satisfy the provincial inspection requirements on our behalf.

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OWNED AUTOMOBILE COVERAGE HIGHLIGHTS

OVERVIEW

We can provide mandatory automobile coverage for all licensed vehicles owned and/or leased by the Insured.

FEATURES

Third-Party Liability Coverage:

- Coverage is provided for Third Party Liability (bodily injury and property damage) protecting you if someone else is killed or injured, or their property is damaged. It will pay for claims as a result of lawsuits against you up to the limit of your coverage and will pay the costs of settling the claims. Coverage is for licensed vehicles you own and/or leased vehicles.

Standard Statutory Accident Benefits Coverage:

- We automatically provide standard benefits if you are injured in an automobile accident, regardless of who caused the accident. Optional Increased Accident Benefits Coverage is available upon written request.

Optional Statutory Accident Benefits Coverage - Available upon request

- Including coverage for: Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependent Care; Indexation Benefit (Consumer Price Index) – Ontario

Direct Compensation Property Damage:

- Covers damage to your vehicle or its contents, and for loss of use of your vehicle or its contents, to the extent that another person was at fault for the accident as per statute.

Physical Damage Coverage:

- Various basis of settlement including: Replacement Cost, Valued Basis and Actual Cash Value.
 - Replacement Cost – No deduction for depreciation for repairs or replacement.
 - Available for specified vehicles (up to 25 years of age).
 - Total Loss: The Insured has the option of purchasing a new vehicle, or accepting a cash settlement for the amount it would cost to purchase a new vehicle.
 - Partial Loss: repair estimates are calculated by using all new parts to repair damage.
 - Valued Basis:
 - Can be provided on specified vehicles, usually those that are obsolete, would not be replaced, or would be replaced with a used vehicle.
 - Actual Cash Value:
 - Actual Cash Value (ACV) coverage is automatically provided for specified vehicles.

ADDITIONAL INFORMATION

Blanket Fleet Endorsement:

- Coverage is provided on a blanket basis under the 21B – Blanket Fleet Endorsement. Premium adjustment is done on renewal. Adjustment is made on a 50/50 or pro rata basis as specified in the endorsement. Mid-term endorsements are not processed on policies with this blanket cover.

Single Loss:

- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

For a list of vehicles quoted, refer to Exhibit "B".

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FACILITY USER SOLUTION COVERAGE HIGHLIGHTS

OVERVIEW

The **Frank Cowan Company Facility User Solution** provides you (the facility owner) with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting.

You also have peace of mind knowing they have added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities.

With the **Frank Cowan Company Limited Facility User Solution**, we automatically cover a variety of 'Sporting' and 'Non Sporting Events.'

FEATURES

We provide coverage on one master policy with:

- The option of insuring all of your rented or leased facilities or only selected facilities.
- The option of \$2,000,000 or \$5,000,000 liability limits for all users.
- Coverage under a commercial general liability form with extensions for Tenants Legal Liability, Medical Expenses and Non-Owned Automobile Coverage.
- Coverage is written on a Reporting Basis – with a deposit premium at inception and premium being adjusted annually.

ACTIVITIES OR EVENTS INSURED

Approved Activities include the following Non-Sporting and Sporting Events:

Non-Sporting Events

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Sporting Events

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheer leading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball and yoga.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling.

While we do provide coverage under the program for sporting activities we do not provide coverage for Organized Sports Teams/Leagues.

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Program Options – Highlights of Coverage

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

In addition to "Your Insurance Coverage", enhancements to your coverage are available as outlined under the Program Options page.

Highlights of coverage follow providing a brief description of these options.

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FRAUDULENTLY INDUCED TRANSFER ENDORSEMENT COVERAGE HIGHLIGHTS (SOCIAL ENGINEERING)

OVERVIEW

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

FRAUDULENTLY INDUCED TRANSFER LOSSES, CYBER LOSSES AND CURRENT CRIME POLICIES

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

FRAUDULENTLY INDUCED TRANSFER ENDORSEMENT FEATURES

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

LIMITS AND DEDUCTIBLE

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

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UNMANNED AERIAL VEHICLE (UAV) COVERAGE HIGHLIGHTS

OVERVIEW

Transport Canada is responsible for regulating Unmanned Aerial Vehicles (UAV's) and requires UAV's used for work or research to register with them. Operators must comply with all applicable regulations.

Liability or property policies can now be enhanced with endorsements to cover Unmanned Aerial Vehicles. Coverage is intended to close the gap in liability and property insurance because of aviation exclusions.

PROPERTY COVERAGE

Property: (Optional Coverage)

- All Risk Coverage for the UAV (including all permanently attached equipment) and Ground or Operating Equipment (including any detachable equipment such as cameras etc).
- Coverage includes electrical and mechanical breakdown.
- Basis of settlement options include: Replacement Cost, Valued Amount or Actual Cash Value.

In addition to the standard exclusions within the Property All Risk Wording, the following exclusions also apply:

- Those used for military purposes, personal or recreational use.
- Those being rented to, leased to or lent to others.
- Mysterious disappearance after commencement of a flight unless UAV remains unrecovered for 30 days.
- If they are not in compliance with the manufacturer's specifications (e.g. the weight payload) is exceeded, when operated in wind at a higher speed than recommended etc.).
- UAV's must not exceed 500 meters in altitude or the range of 1km from the operator.
- Hijacking or unauthorized control of the UAV or Equipment.
- Failure to comply with any statute, permit, rule, regulation or any requirement for qualification to operate the UAV or the equipment.
- Criminal or dishonest acts, infidelity of employees, or theft from an unlocked vehicle.
- Coverage is limited to Canada only.

LIABILITY COVERAGE

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the policy limit up to \$15,000,000. Higher limits may be available.
- We will extend liability to UAV's.
- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.
- Coverage is limited to Canada only.

IMPORTANT INFORMATION

While our UAV endorsements are primarily designed to offer coverage for UAV's 25kg or less, we may be able to offer coverage for those falling outside of these parameters through our general aviation market.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

ACTIVE ASSAILANT AND ASSOCIATED COVERAGE

Frank Cowan Company has partnered with XL Catlin, a market leader in writing Terrorism Risk, to offer a suite of Terrorism and Associated Coverages. **You have the option to select one or any combination of the following coverages:**

ACTIVE ASSAILANT EVENT INSURANCE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) INSURANCE
<p>An Active Assailant Event is a premeditated malicious physical attack, by an Active Assailant (who is physically present) armed with a hand-held weapon that causes direct physical loss and/or bodily injury or death. Coverage responds when three (3) or more persons that are physically present during the attack are affected.</p> <p>The solution is designed to help organizations with the financial impacts of Active Assailant Events. Coverage can be triggered by property damage or bodily injury. Additional special coverage for:</p> <ul style="list-style-type: none"> • Public Relations Expenses • Relocation Expenses (for the Insured or Employee of the Insured) • Counselling Expenses (for the Insured and Family Members) • Medical Expenses • Job Retraining Expenses (for Employees) • Employee Recruitment Expenses (for the Insured) • Security Expenses (expenses for a security consultant) <p>Maximum Limits: \$10,000,000 any one occurrence and in the aggregate</p>	<p>The use of Chemical, Biological, Radiological And Nuclear (CBRN) weapons is a growing concern worldwide. Deployment of these weapons would have a devastating impact, potentially causing damage and interruption to businesses located a significant distance away from the CBRN release. These exposures are excluded under the standard property policies.</p> <p>Our product is triggered by property damage or contamination resulting from the release of CBRN material with malicious intent This insurance covers Physical Loss or Damage (including Demolition, Decontamination and Prohibition of Access Orders, Blast Damage) and Business interruption</p> <p>Maximum Limits: \$25,000,000 any one occurrence and in the aggregate</p>
TERRORISM PROPERTY INSURANCE	TERRORISM LIABILITY INSURANCE
<p>Terrorism perils are dynamic in nature, the causes are sometimes unclear but the impact is significant. The risk is evolving, with a diverse range of groups; both foreign and home-grown, capable of launching terrorist attacks. The nature of such perils means they are board-level issues, and must be on any corporate risk register. Our policies cover physical damage to property, business interruption and extra expenses following property damage.</p> <p>This product offers protection from potentially devastating losses, both domestic and abroad that can result from either an act of Terrorism or an Act of Sabotage.</p> <p>Coverage is very broad and uniquely tailored. This policy provides Physical Loss or Damage and Business Interruption caused by Acts of Terrorism or Acts or Sabotage.</p> <p>Maximum Limits: \$50,000,000 any one occurrence and in the aggregate</p>	<p>Terrorism Liability Insurance provides coverage for financial costs against claims for damages by third parties who are injured in a terrorist attack. Coverage also extends to third party property damage. This is key because these exposures are usually excluded under liability policies.</p> <p>An Act of Terrorism is defined as an act committed for political, religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes.</p> <p>Maximum Limits: \$25,000,000 any one occurrence and in the aggregate</p>

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

CYBER RISK INSURANCE COVERAGE HIGHLIGHTS

OVERVIEW

Cyber, network and data exposures impact all companies and thus this solution is suitable for almost any industry. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of a failure in technology or data breach as well as costs involved in restoring the organization's reputation.

The Privacy Liability coverage section will now automatically extend coverage to a 'Service Provider' and/or under a 'Shared Network Arrangement'. We also offer an optional endorsement which will extend coverage to Crisis Management Costs.

COVERAGE

Media Content Services Liability

- Media exposures such as defamation and breaches of intellectual property rights arising from your online publishing.

Network Security Liability

- Failure to protect against unauthorized access to; unauthorized use of, or denial of services attack.

Privacy Liability Coverage

- Consists of various components such as: Privacy Liability, Privacy Notification Costs and Regulatory Proceedings Coverage.
 - Privacy Liability
 - Provides coverage for your liability when you fail to safeguard personal information you have been entrusted with.
 - Privacy Notification Costs
 - Notification costs and credit monitoring after a breach.
 - Regulatory Proceedings Coverage
 - Covers fines and penalties.

Extortion Threat

- Cover to assist you in dealing with the costs of handling/response to a threat from a hacker to attack your information and electronic assets.

Crisis Management Expense

- Costs to assist you after a network compromise to your own system (e.g. public relations costs).

Business Interruption

- Covers the reduction in business income during the period of restoration after compromise to your own system.

LIMITS AND DEDUCTIBLES

Limits

- A range of limits available up to \$5 million (sub limits apply to first party coverage).
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

Deductibles

- A separate deductible may apply to each coverage.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

EXHIBIT “A”

Estimate of Values

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Frank Cowan Company and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Frank Cowan Company, significant interference with its competitive position and/or cause it undue loss.

CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

EXHIBIT "A"

BUILDINGS AND STRUCTURES

31/12/2018

ESTIMATE OF VALUES

ARENA

1	ARENA, EXCL CURLING RINK AND LOBBY, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	4,874,800 SCH REP
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EXCLUDED

47	EXCLUDED - CURLING RINK, ICE PLANT AND LOUNGE PORTION ATTACHED TO, BUT NOT COMMUNICATING WITH ARENA BUILDING AND EXCLUDING THE ARENA REFRIGERATION PIPING, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	0 EXC
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GENERAL

6	RECREATIONAL LIGHTING, 100 MILL STREET EAST, PLATTSVILLE, N0J 1S0	160,800 SCH REP
7	RECREATIONAL FENCING, 100 MILL STREET EAST, PLATTSVILLE, N0J 1S0	21,400 SCH REP
8	BLEACHERS, 100 MILL STREET EAST, PLATTSVILLE, N0J 1S0	11,200 SCH REP
9	SKATEBOARD PARK, 100 MILL STREET EAST, PLATTSVILLE, N0J 1S0	71,400 SCH REP
10	PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT, 100 MILL STREET EAST, PLATTSVILLE, N0J 1S0	30,100 SCH REP
11	RECREATIONAL LIGHTING, 41 CENTRE STREET, DRUMBO, N0J 1G0	268,100 SCH REP
12	RECREATIONAL FENCING, 41 CENTRE STREET, DRUMBO, N0J 1G0	64,300 SCH REP
13	BLEACHERS, 41 CENTRE STREET, DRUMBO, N0J 1G0	19,400 SCH REP
14	PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT, 41 CENTRE STREET, DRUMBO, N0J 1G0	53,600 SCH REP
15	RECREATIONAL LIGHTING, 35 MAIN STREET SOUTH, PRINCETON, N0J 1V0	160,800 SCH REP
16	RECREATIONAL FENCING, 35 MAIN STREET SOUTH, PRINCETON, N0J 1V0	64,300 SCH REP
17	SPLASH PAD DRUMBO PARK, 41 CENTRE STREET, DRUMBO, N0J 1G0	297,800 SCH REP

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE

CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

EXHIBIT "A"

BUILDINGS AND STRUCTURES

31/12/2018

ESTIMATE OF VALUES

18	BLEACHERS, 35 MAIN STREET SOUTH, PRINCETON, N0J 1V0	15,000 SCH REP
19	TRAIL EQUIPMENT, 35 MAIN STREET SOUTH, PRINCETON, N0J 1V0	20,300 SCH REP
20	PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT, 35 MAIN STREET SOUTH, PRINCETON, N0J 1V0	42,800 SCH REP
21	RECREATIONAL LIGHTING, 51 JOHN STREET EAST, BRIGHT, N0J 1B0	134,000 SCH REP
22	RECREATIONAL FENCING, 51 JOHN STREET EAST, BRIGHT, N0J 1B0	27,800 SCH REP
23	BLEACHERS, 51 JOHN STREET EAST, BRIGHT, N0J 1B0	11,200 SCH REP
24	PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT, 51 JOHN STREET EAST, BRIGHT, N0J 1B0	29,000 SCH REP
25	SKATEBOARD PARK, 51 JOHN STREET EAST, BRIGHT, N0J 1B0	26,800 SCH REP
45	RENTAL INCOME - ALL PROPERTIES	500,000 LIM

TOTALS:

BLANKET

SPECIFIED

6,904,900

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE

CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

31/12/2018

ESTIMATE OF VALUES

ARENA

2	CONTENTS - ARENA EXCLUDING REFRIGERATION PIPING, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	18,200 SCH REP
3	OLYMPIA 2000, SERIAL NO. RC9602305, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	80,000 SCH REP
4	PA SYSTEM AND TAPES, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	1,900 SCH REP
5	WATER VAC SCRUBBER, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	3,100 SCH REP

ECS

40	ELECTRONIC COMPUTER SYSTEM - HARDWARE, 47 WILMOT STREET SOUTH, DRUMBO, N0J 1G0	43,500 SCH REP
41	ELECTRONIC COMPUTER SYSTEM - HARDWARE - FIRE HALLS (4)	6,000 SCH REP
42	ELECTRONIC COMPUTER SYSTEM - HARDWARE, 68 MILL STREET EAST, PLATTSVILLE, N0J 1S0	1,000 SCH REP
43	ELECTRONIC COMPUTER SYSTEM - LAPTOPS	4,500 SCH REP
44	ELECTRONIC COMPUTER SYSTEM - MEDIA	33,300 SCH REP

FIRE

27	FIRE DEPARTMENT COMMUNICATION EQUIPMENT	87,400 SCH REP
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GENERAL

26	DRAIN CAMERA SYSTEM	20,200 SCH REP
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ROADS

28	2005 VOLVO GRADER, MODEL NO. G730B, SERIAL NO. 38133	268,100 SCH REP
29	2007 CATERPILLAR GRADER, SERIAL NO. APM03170	254,800 SCH REP
30	2011 JOHN DEERE GADER, MODEL NO. 772G	281,000 SCH REP
31	2015 CASE 621F LOADER NEF221975	183,100 SCH REP
32	RETRIEVER	8,500 SCH REP

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CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

31/12/2018

ESTIMATE OF VALUES

33	SNOW PLOWING EQUIPMENT	148,000	SCH REP
34	MISCELLANEOUS TOOLS AND EQUIPMENT	64,900	SCH REP
35	COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT	21,200	SCH REP
36	NEW HOLLAND T6030 TRACTOR WITH ATTACHMENTS, SERIAL NO.ZBBD15356	122,000	SCH REP
37	WALCO 180409 SWIVEL MOUNT 8FT BROOM	1,800	SCH REP
38	CATERPILLAR BACKHOE LOADER, MODEL 420F IT, SERIAL NO. CAT0420FALKH00199	119,700	SCH REP
39	2014 TRACKLESS MODEL RMT5T TRACTOR AND ACCESSORIES, SERIAL NO. 1765	110,000	SCH REP

TOTALS:

BLANKET

SPECIFIED

1,882,200

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE

Scheduled Items

Item Description	Coverage	Deductible	Basis of Settlement	(\$) Limit of Insurance
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68 MILL STREET EAST

1	ARENA, EXCL CURLING RINK AND LOBBY	All Risk	10,000	Replacement Cost	4,874,800
2	CONTENTS - ARENA EXCLUDING REFRIGERATION PIPING	All Risk	10,000	Replacement Cost	18,200
3	OLYMPIA 2000, SERIAL NO. RC9602305	All Risk	10,000	Replacement Cost	80,000
4	PA SYSTEM AND TAPES	All Risk	10,000	Replacement Cost	1,900
5	WATER VAC SCRUBBER	All Risk	10,000	Replacement Cost	3,100

100 MILL STREET EAST

6	RECREATIONAL LIGHTING	All Risk	10,000	Replacement Cost	160,800
7	RECREATIONAL FENCING	All Risk	10,000	Replacement Cost	21,400
8	BLEACHERS	All Risk	10,000	Replacement Cost	11,200
9	SKATEBOARD PARK	All Risk	10,000	Replacement Cost	71,400
10	PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT	All Risk	10,000	Replacement Cost	30,100

41 CENTRE STREET

11	RECREATIONAL LIGHTING	All Risk	10,000	Replacement Cost	268,100
12	RECREATIONAL FENCING	All Risk	10,000	Replacement Cost	64,300
13	BLEACHERS	All Risk	10,000	Replacement Cost	19,400
14	PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT	All Risk	10,000	Replacement Cost	53,600

35 MAIN STREET SOUTH

15	RECREATIONAL LIGHTING	All Risk	10,000	Replacement Cost	160,800
16	RECREATIONAL FENCING	All Risk	10,000	Replacement Cost	64,300

41 CENTRE STREET

POLICY EFF: 31/12/2018

RISK NO: 06300

MODIFIED: 06/11/2018

QUOTE: 319298

Item Description	Coverage	Deductible	Basis of Settlement	(\$)	Limit of Insurance
17 SPLASH PAD DRUMBO PARK	All Risk	10,000	Replacement Cost		297,800
35 MAIN STREET SOUTH					
18 BLEACHERS	All Risk	10,000	Replacement Cost		15,000
19 TRAIL EQUIPMENT	All Risk	10,000	Replacement Cost		20,300
20 PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT	All Risk	10,000	Replacement Cost		42,800
51 JOHN STREET EAST					
21 RECREATIONAL LIGHTING	All Risk	10,000	Replacement Cost		134,000
22 RECREATIONAL FENCING	All Risk	10,000	Replacement Cost		27,800
23 BLEACHERS	All Risk	10,000	Replacement Cost		11,200
24 PLAYGROUND STRUCTURE & PLAYGROUND EQUIPMENT	All Risk	10,000	Replacement Cost		29,000
25 SKATEBOARD PARK	All Risk	10,000	Replacement Cost		26,800
UNSPECIFIED LOCATION					
26 DRAIN CAMERA SYSTEM	All Risk	10,000	Replacement Cost		20,200
27 FIRE DEPARTMENT COMMUNICATION EQUIPMENT	All Risk	10,000	Replacement Cost		87,400
28 2005 VOLVO GRADER, MODEL NO. G730B, SERIAL NO. 38133	All Risk	10,000	Replacement Cost		268,100
29 2007 CATERPILLAR GRADER, SERIAL NO. APM03170	All Risk	10,000	Replacement Cost		254,800
30 2011 JOHN DEERE GADER, MODEL NO. 772G	All Risk	10,000	Replacement Cost		281,000
31 2015 CASE 621F LOADER NEF221975	All Risk	10,000	Replacement Cost		183,100
32 RETRIEVER	All Risk	10,000	Replacement Cost		8,500
33 SNOW PLOWING EQUIPMENT	All Risk	10,000	Replacement Cost		148,000

POLICY EFF: 31/12/2018

RISK NO: 06300

MODIFIED: 06/11/2018

QUOTE: 319298

Item Description	Coverage	Deductible	Basis of Settlement	(\$)	Limit of Insurance
34 MISCELLANEOUS TOOLS AND EQUIPMENT	All Risk	10,000	Replacement Cost		64,900
35 COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT	All Risk	10,000	Replacement Cost		21,200
36 NEW HOLLAND T6030 TRACTOR WITH ATTACHMENTS, SERIAL NO.ZBBD15356	All Risk	10,000	Replacement Cost		122,000
37 WALCO 180409 SWIVEL MOUNT 8FT BROOM	All Risk	10,000	Replacement Cost		1,800
38 CATERPILLAR BACKHOE LOADER, MODEL 420F IT, SERIAL NO. CAT0420FALKH00199	All Risk	10,000	Replacement Cost		119,700
39 2014 TRACKLESS MODEL RMT5T TRACTOR AND ACCESSORIES, SERIAL NO. 1765	All Risk	10,000	Replacement Cost		110,000
47 WILMOT STREET SOUTH					
40 ELECTRONIC COMPUTER SYSTEM - HARDWARE	All Risk	2,500	Replacement Cost		43,500
UNSPECIFIED LOCATION					
41 ELECTRONIC COMPUTER SYSTEM - HARDWARE - FIRE HALLS (4)	All Risk	2,500	Replacement Cost		6,000
68 MILL STREET EAST					
42 ELECTRONIC COMPUTER SYSTEM - HARDWARE	All Risk	2,500	Replacement Cost		1,000
UNSPECIFIED LOCATION					
43 ELECTRONIC COMPUTER SYSTEM - LAPTOPS	All Risk	2,500	Replacement Cost		4,500
44 ELECTRONIC COMPUTER SYSTEM - MEDIA	All Risk	10,000	Replacement Cost		33,300

POLICY EFF: 31/12/2018
MODIFIED: 06/11/2018

RISK NO: 06300
QUOTE: 319298

EXHIBIT 'B'

AUTOMOBILE FLEET SCHEDULE

BUILDING DEPT

1	15	HONDA CR-V LX	111302	REPL
2	17	CHEV SILVERADO 1500	394417	REPL

COMM SERVICES

3	08	FORD F150	E04113	REPL
4	09	STERLING TANDEM DUMP/SANDER	AB9691	REPL
5	11	GMC SIERRA 1500	376981	REPL
6	13	FORD F150	E85203	REPL

FIRE DEPT

7	15	FREIGHTLINER PUMPER PRINCETON	GM3926	REPL
8	94	INT. FIRE TRUCK BRIGHT	572397	ACV
9	89	FORD F800 CHASSIS WITH BRIGHT	602 VT	ACV
10	95	INT. FIRE TANKER PLATTSVILLE	682236	REPL
11	08	FREIGHTLINER FIRE TR PRINCETON	230922	REPL
12	90	FORD PUMPER DRUMBO	A44906	ACV
13	01	FREIGHTLINER PUMPER DRUMBO	J17502	REPL
14	05	FREIGHTLINER FIRE TRUCK	V28241	REPL
15	11	INTERNATIONAL PUMPER DRUMBO	327967	REPL
16	11	FORD F150 4X4	B13084	REPL
17	16	POLARIS RANGER	744334	REPL
18	12	ROOF TRAILER	454407	REPL
19	17	RANGER TRAILER	162740	REPL

ROAD DEPT

20	10	INT 7600 WORKSTAR SANDER/DUMP	212324	REPL
21	06	GMC SIERRA 3500 SL	200919	REPL
22	15	FREIGHTLINER MODEL 114	F44404	REPL
23	15	GMC SIERRA 2500 W/ SANDER	542866	REPL
24	16	FORD F150 XLT	C43719	REPL
25	17	FREIGHTLINER 114SD TANDEM DUMP	JA3292	REPL
26	17	CHEV SILVERADO 3500	228651	REPL
27	09	GMC SIERRA 1500 SLE	264761	REPL
28	18	FREIGHTLINER 114SD PLOW/DUMP	JT1216	REPL
29	18	FORD F250 XLT	C97006	REPL

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.

Liability Additional Insured(s)

1. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, HER MINISTERS, AGENTS, APPOINTEES AND EMPLOYEES, but only with respect to their Agreement with the Named Insured for the Community Policing Partnership (CPP) Program.
2. HYDRO ONE NETWORKS INC., but only with respect to their Agreement with the Named Insured.
3. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS, but only with respect to their funding agreement with the Named Insured under the Canada-Ontario Municipal Rural Infrastructure Fund Initiative - Project #17881.
4. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS, but only with respect to liability arising out of the risk of the Named Insured and in respect of "Letter of Agreement" - OSTAR Infrastructure Initiative.
5. THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO & HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF INFRASTRUCTURE & COMMUNITIES, but only with respect to their Municipal Funding Agreement with the Named Insured for the Transfer of Federal Gas Tax Revenues.
6. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES, but only with respect to their Funding Agreement with the Named Insured under the Court Security Prisoner Transportation (CSPT) Program.
7. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE, but only with respect to the Source Protection Municipal Implementation Grant Funding Agreement with the Named Insured
8. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES
With respect to their Ontario Transfer Payment Agreement with the Named Insured for the Reduce Impaired Driving Everywhere (R.I.D.E) Program
9. HER MAJESTY IN RIGHT OF ONTARIO, AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS AND THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO), with respect to their Municipal Funding Agreement with the Named Insured for Ontario's Main Street Revitalization Initiative

From: [David Simpson](#)
To: [Rodger Mordue](#)
Cc: [Mark Peterson](#); [Sarah Matheson](#); [Laura Hamulecki](#); [Scott Boughner](#); [Randie Wright](#); [Frank Gross](#)
Subject: Blandford Blenheim Speeding concerns
Date: November 19, 2018 5:07:05 PM
Attachments: [20180920103320127.pdf](#)

Mayor Peterson, CAO Rodger Mordue and Township of Blandford-Blenheim Council,

Oxford County has reviewed the attached petition that was received by Blandford-Blenheim Township Council on September 19, 2018, and forwarded to County Public Works staff on September 20, 2018. The County appreciates and understand residents' concerns with traffic speeds especially within communities and built up areas, in Blandford Blenheim as well as throughout Oxford County.

County staff are currently investigating traffic speeds in Drumbo and Bright as well as the driving environment (signage, road design, sightlines etc.) in order to evaluate/recommend traffic calming measures if required. The forthcoming results of the investigation will be reviewed with OPP and Township staff.

In 2019, the County is planning to enhance its' road safety programs to include:

- Traffic speed monitoring where County roads extend through built up areas
- Evaluation of annual collision data
- Evaluation of traffic calming measures and implementation where warranted
- Monitoring of traffic calming measures to determine effectiveness

The County is also participating in a municipal working group and the Ontario Traffic Council to develop the implementation of Automated Speed Enforcement (ASE) in designated school zones and community safety zones. Potential ASE sites in Blandford Blenheim have been initially identified at the Plattsville Christian School on County Rd 8 and Blenheim & District PS in Drumbo (CR 3). The development of the ASE program and corresponding Provincial regulation is tentatively anticipated for completion by the end of 2019, with subsequent implementation in 2020 or 2021.

Oxford County is committed to working with OPP and municipal partners to manage speeding through enforcement, road design, and implementation of traffic calming measures.

Regards,
David

DAVID SIMPSON, P.Eng., PMP
Director of Public Works, OXFORD COUNTY T 519.539.9800 ext 3100

-----Original Message-----

From: Rodger Mordue
Sent: September-20-18 10:56 AM
To: Scott Boughner; Hymers, Anthony (OPP)
Subject: Emailing: 20180920103320127.pdf

Hello,

Attached please find a petition that was received by Council yesterday. We can talk about it this afternoon if you like.

Rodger

Your message is ready to be sent with the following file or link attachments:

20180920103320127.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

From: [David Simpson](#)
To: [Rodger Mordue](#)
Cc: [Mark Peterson](#); [Sarah Matheson](#); [Frank Gross](#); [Scott Boughner](#); [Laura Hamulecki](#); [Randie Wright](#)
Subject: RE: Traffic speed in Bright
Date: November 19, 2018 5:26:22 PM
Attachments: [20180518110615658.pdf](#)

Mayor Peterson, CAO Rodger Mordue and Township of Blandford-Blenheim Council,

Oxford County has reviewed the correspondence, dated May 14, 2018, received by Blandford Blenheim Council regarding speeding concerns in Bright (Oxford Rd 2 (N-S) and Oxford Rd 8 (E-W) intersection approaches) which was forwarded to County Public Works on May 18, 2018.

Speed data was collected at all four approaches to the Rd 8/Rd 22 intersection, which is controlled by an all-way stop. The results of the speed data collected showed that average speeds on the north and south approaches were not considered excessive, with the 85th percentile being marginally excessive. However, the average speeds and 85th percentile at both the east and west approaches were considered excessive.

The correspondence received by the Township suggests extending the existing speed reduction zones as an approach to mitigate speeding. However, the driving environment has a major impact on what drivers perceive to be reasonable restrictions, therefore road design, level of built-up development and other physical factors (e.g. sightlines) will influence driver compliance and must also be considered with speed reduction signing. It is our position that modifying the speed zones to match the driving environment will in fact improve driver compliance as opposed to extending reduced speed zones outside of built up areas.

The following recommendations will be introduced by the County based on the speed data and review of the driving environment:

Oxford Road 22 (Baird St.):

- **North Approach:** No change as the 50km/hr speed zone is within the village limits/built-up area, introducing a 60km/hr zone would not be effective due to the driving environment (rural road cross section and outside of the built up area).
- **South Approach:** *Install additional 50km/hr speed signs* with spacing to comply with OTM Book 5. *Extension of the urban road cross section* for this segment is planned for 2020 which is expected to promote reduced operating speeds.

Oxford Road 8 (John St.):

- **West Approach:** *Reduce the 60km/hr speed zone* to start at the village limits and *reduce the 50km/hr speed zone limit* to start just east of Cuthbertson St. where the built up area begins. *Extension of the urban road cross section* for this segment is planned for 2020 which is expected to promote reduced operating speeds.
- **East Approach:** *Reduce the 60km/hr speed zone limit* to start at the built up area and *reduce the 50km/hr speed zone limit* to start just east of urban area to encompass the park area.

Upon implementation, the County will continue to monitor speed data to determine effectiveness of the proposed changes.

Further, this area may also be considered as a potential Community Safety Zone (CSZ) candidate as part of the Automated Speed Enforcement (ASE) program. The development of the ASE program and corresponding Provincial regulation is tentatively anticipated for completion by the end of 2019, with subsequent possible implementation in 2020 or 2021.

The speed count findings for the east (Oxford Road No. 29) approach to Drumbo will be provided in separate correspondence when completed.

Regards,

David

DAVID SIMPSON, P.Eng., PMP
Director of Public Works, OXFORD COUNTY T 519.539.9800 ext 3100

From: David Simpson

Sent: May-18-18 2:27 PM

To: Rodger Mordue <rmordue@blandfordblenheim.ca>

Cc: Jim Borton <jborton@blandfordblenheim.ca>; Mark Peterson <mpeterson@blandfordblenheim.ca>; Frank Gross <fgross@oxfordcounty.ca>; Laura Hamulecki <lhamulecki@oxfordcounty.ca>

Subject: RE: Traffic speed in Bright

Hi Roger,

Confirming receipt of this request.

Staff will coordinate speed counts for north-south (Oxford Road No. 22) and east-west (Oxford Road No. 8) approaches to Bright as well as the east (Oxford Road No. 29) approach to Drumbo. We will also will review the location of speed limit signage within the above limits.

When completed, we will report back regarding the findings.

Regards,

David

DAVID SIMPSON, P.Eng., PMP
Director of Public Works, OXFORD COUNTY T 519.539.9800 ext 3100

From: Rodger Mordue

Sent: May-18-18 10:59 AM

To: David Simpson <dsimpson@oxfordcounty.ca>; Frank Gross <fgross@oxfordcounty.ca>

Cc: Jim Borton <jborton@blandfordblenheim.ca>; Mark Peterson

<mpeterson@blandfordblenheim.ca>

Subject: Traffic speed in Bright

David / Frank

Attached please find a letter which was presented to Council at their meeting held May 16th regarding traffic speed on the approaches to Bright. Since the roads entering Bright are a County jurisdiction the following resolution was passed:

“That correspondence from Genny Bittner regarding speed limits on the approaches to Bright be forwarded to Oxford County Public Works Department for their review and action.”

Also at the meeting there was discussion regarding the County road approaches to Drumbo. Specifically the east end of the village on County Road 29. There was concern that the speed reduction signs are perhaps not in the proper location to slow traffic down before entering the built up area. Please review the placement of these signs and make the appropriate alterations.

Thanks

Rodger Mordue

Chief Administrative Officer / Clerk

Township of Blandford-Blenheim

47 Wilmot St. Drumbo, ON N0J 1G0

Phone: (519) 463-5347 x 227

Email: rmordue@blandfordblenheim.ca



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	November 29, 2018
Subject:	Monthly Report	Council Meeting Date:	December 5, 2018
Report #:	PW-18-28		

Recommendation:

That Report PW-18-28 be received as information.

Road Crew Activities

- See Attached

Capital

- CN Bridge on Gobles Rd. – Is getting close to being completed. Asphalt was laid on Nov. 28th & 29th. There still needs to be some guard rail work and landscaping before the road can be opened. The road is expected to open the week of Dec. 10th.
- Township Road 12 Bridge 20 – We have received the Terms of Approvals from MNRF and GRCA. Due to the possibility of “Species at Risk” in water work cannot start until July 15 2019. Drawings are being finalized and we plan on Tendering in January of 2019. In order to comply with the OCIF grant construction will need to be completed before December 31 2019. Staff and Township Engineers believe that date is obtainable even with the later than planned start date.

County Shared Service/Road Association/Training

- Shared Services meeting – We met on Nov. 8 in Ingersoll. Topics discussed was the Oxford County Transportation master plan. There is a possibility of Oxford Rd. 22 & 23 being downloaded to the Township. A condition assessment of the roads and the bridge on 22 has been requested. The question of funding was also brought up. Next meeting is December 12th in Zorra.
- Road Association –The next Oxford Assoc. meeting is scheduled for December 13th.

- Training – 5 Staff attended a 2-day Winter Maintenance training session on topics of weather conditions, an in depth look at the MMS, patrolling and proper documentation. I received positive feed back from staff that attended.

Other

- Participated in a conference call with Rodger and Denise regarding the MDRA funding. All information has been submitted and the Township claim looks favourable for funding. Do to new Conservative government spending policy we were advised that we may not see any funds until after March in 2019.
- Had the opportunity to go for a tour of Algonquin Bridge in Thorndale. It was a good tour and received good information on possible bridge alternatives.
- We have a Co-op student with us until January. We are planning to share him with all departments so he gets the full Municipal experience.
- Participated in a webinar on Flood awareness and preparedness.
- Participated in the New council orientation.
- Had 4 days of vacation in November.

Attachments:

- Road Supervisors Report

Respectfully submitted by:



Jim Borton
Director of Public Works

Monthly Activities for November 2018

Task Complete:

- grass cutting to complete all areas
- Put up new road markers in curves on Twp. Rd. 2 between Blenheim Rd and Canning Rd
- Tree contractor has been in Township removing and trimming trees
- Complete closing Twp. Rd. 12 off of County Rd. 8. Install 4 cement blocks across road just past homeowners driveway and install markers on all cement blocks. Removed stop ahead sign and weight restriction sign for bridge for reason no longer needed.
- Crew filling in potholes with cold mix within township on pavement
- Hauling compost from Drumbo yard to Salford
- Completed 100m of snow fence in park on Charles St. in Bright to reduce drifting snow across road
- Trimmed up trees and put up markers on trackless routes to help prevent damage while plowing and salting
- Completed ditch work on Twp. Rd. 14 close to County Rd. 22 from new field entrance on Twp. Rd. 14 to bridge to clean up brush and weeds and to have proper drainage in ditch to creek
- Salting and sanding has been going on along with plowing on all pavement roads and in villages along with all gravel roads to meet Minimum Maintenance Standards
- Salting and plowing on all Sidewalks has been going on in all villages to meet Minimum Maintenance Standards
- Ice blading has been also going on to remove ice from gravel roads and to also meet Minimum Maintenance Standards
- Brought all plows and wings inside building and had them hook up and check all equipment to make sure all equipment works properly
- Used asphalt on sidewalks on Powell St to pad up two sunken sidewalks and also pad up edges where a trip hazard could occur until we can fix properly next year 2019

Projects being worked on:

- Safety checks on commercial vehicles (dump trucks)

Future Projects:

- Ditching work on Township Rd 10 and also driveway culvert install and ditching on Township Rd 9
- Training for winter operations and equipment checks



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	November 28, 2018
Subject:	Monthly Report	Council Meeting Date:	December 5, 2018
Report #:	DS-18-15		

Recommendation:

That Report DS-18-15 be received as information

Background:

Monthly activities of the Drainage Department November 29, 2018

Analysis/Discussion

1. Working on drain maintenance and various site meeting to review work required with ratepayers.
2. Working with lawyer on compliance letters.
3. 8 locates for ON 1 Call in September 2018 including 0 emergency and 0 priority locates.
4. Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site.
5. Commenting on various planning application.
6. Meeting with K Smart on Storm Water Management / Asset management on the design standards used of existing drains
7. Hofstetter Road Drain construction started August 14, 2018 and work is 100% complete. Working on grant application and final billing to ratepayers.
8. Attended staff meeting.
9. Attend new councillors' seminar at county.

10. Asset management report for existing municipal drains in Urban areas as per Ontario Regulation 588/17
11. Working with county on drainage issue at various location
12. Site meeting with Bright Community Group to review drainage concern. Jim Borton also attending meeting.

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From: Trevor Baer
Reviewed By:	Rodger Mordue, CAO/Clerk	Date: Nov 28
Subject:	Monthly Report – Nov	Council Meeting Date: Dec 5 2018
Report #:	CS-18-11	

Recommendation:

That Report CS-18-11 be received as information

Background:

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of November.

Analysis/Discussion

Arena

We have gotten some local companies to sponsor our Public skating. I have sent a letter out to companies, 4 have gotten back to me and about 3 more are interested.

We had K Smart come inspect the arena and they are going to do a report about their findings. The arena needs to be inspected every 5 years.

The health inspector was in to review the booth. There were no major concerns. The only thing that we need to do is send the Canteen staff to a Food Handling Course. This is a new regulation this year. I am looking into course around the area that the staff could attend.

The TSSA was in to do the inspection on the Compressor room. Report came back that everything was up to code, he noted that we put a new rubber kick plate on the door. There has been a new kick plate put on since inspection.

Splash Pad

On Monday Dec 3 have a meeting on site with both contractors that are involved in the Armor Stone install. One is a cement contractor and one is the landscaper. Just want to make sure that everyone knows what is going on so that this goes smoothly.

Parks

We have picked up the rubber that will be going into the out-door skating rink in Drumbo.

The Plattsville group that would like to see a rink, are making sure they have enough volunteers to help run it. If they can find enough volunteers there will be an out-door rink in Plattsville park.

We are in talks with Ball rental groups about 2019 season. Will be having a meeting with PDP lighting (Minor Ball) in the next few weeks.

Seniors Centre

We have 3 local community groups that want to take part in helping come up with the senior's center plan.

Time lines

Dec 4 2018- meet with 3 groups come up with plan for each groups role. Also come up with dates that we can take to the public for their input on ideas, and present to them what each groups role will be and what we can all do. That meeting date for the general public will come out of this meeting.

Communities

The Christmas decorations have gone up in the village of Plattsville and Bright. There are 2 blocks in Plattsville at the east side that aren't done, due to the poles being set back and we would make a mess of the propriety. Drumbo and Princeton still need to go up. We still are in the process of building the decorations for Drumbo and Princeton. Plattsville and Bright went up first because there is a Christmas Parade in these villages on Dec 1.

Respectfully submitted by:

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance/Treasurer
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	November 20, 2018
Subject:	2019 Summer Students	Council Meeting Date:	December 5, 2018
Report #:	TR-18-19		

Recommendation:

That council authorize the hiring of 6 summer students in 2019 as set out in this report.

Background:

In 2018, the Township employed 5 summer students, 2 in Community Services, 2 in Public Works and 1 in Administration.

In 2017, the Township employed 4 summer students; 1 in Community Services, 2 in Public Works and 1 in Finance and Administration.

In 2016, the Township employed 5 summer students; 3 in Community Services and 2 in Public Works.

Employing summer students allows the municipality to be a good corporate citizen by engaging and introducing local youth to municipal government. In addition, these positions will enable full time employees to utilize their vacation time during the summer months and help to replace an employee on maternity leave, while allowing the departments to continue their required level of service to the community.

Discussion:

In 2019, staff would like to hire a student in the Clerk/Administration department to assist with sorting, filing and organizing electronic and hard copy documents following the records classification and retention plan. The student would also scan and file current and backlog documents in our document management software as well as performing other duties regularly completed by the Deputy Clerk, who will be on maternity leave.

The Community Services department would like to hire 2 students for the 2019 season. The students will help out with various projects such as grass cutting, trimming, waste clean up and disposal as well as park maintenance such as ball diamond grooming.

The Public Works department would also like to hire 2 students for the 2019 season. These students will help out with traffic protection for road construction projects as well as grass trimming and garbage pick up.

In 2019, the Finance Department and the Public Works departments would like to hire a student to perform tasks associated with asset management. This will include physically locating and identifying assets and their characteristics as well as data entry, to help clean up the data in our asset management database and GIS.

The hiring of students for the 2019 operating year is being brought to Council in advance of the Operating Budget discussions because the deadline for grant applications is always early in the new year. In past years, there has been some difficulty in hiring students and it is felt that early approval of these student positions will allow the Township to advertise earlier and attract a larger pool of applicants.

Financial Considerations:

In 2018, the total wages and benefits for the 5 students was approximately \$48,900. The Township received a Canada Summer Jobs grant for 8 weeks x 30 hours for each student for a total of \$8,400. The net cost to the Township was \$40,500.

In 2017, the total wages and benefits for the 4 students was approximately \$32,750. The Township was approved for a Canada Summer Jobs grant for 8 weeks x 30 hours for each student for a total of \$5,472.00. The net cost to the Township for the 4 students was \$27,275.

In 2016, the total wages and benefits for the 5 students was approximately \$41,100. The Township received a Canada Summer Jobs grant for 8 weeks x 37.5/40 hours for each student for a total of \$8,670.20. The net cost to the Township for the 5 students was \$32,430.

For 2019, it is estimated that the total cost for 6 students would be approximately \$59,300. Staff will apply for the Canada Summer Jobs grant as well as any other grant opportunities that may be available, to help offset these costs. (If grants received in 2019 are similar to those received in 2017 & 2018, then total grant would be \$10,080, for a net cost to the Township of approximately \$49,200)

Attachments:

None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	November 20, 2018
Report #:	TR-18-20	Council Meeting Date:	December 5, 2018
Subject:	2019 Fees and Charges		

Recommendation:

That Report TR-18-20 be received as information;

And further that Council authorize the Director of Finance to prepare a fees and charges by-law for the December 19, 2018 Council meeting based upon Township fees and charges as outlined on the attached schedules.

Background:

Section 391(1) of the Municipal Act, 2001 authorizes a municipality to impose fees and charges on persons,

- (a) For services or activities provided or done by or on behalf of it;
- (b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) For the use of its property including property under its control.

Under Section 400(d) of the Municipal Act, 2001 and the Township of Blandford-Blenheim Notice By-Law, the Township is required to give notice of its intention to pass a by-law imposing the fees and charges which have priority lien status.

Analysis/Discussion:

The proposed 2019 user fees and charges by department is attached to this report. User fees and charges were generally increased by a modest percentage or the fee was left unchanged for 2019. Any new user fees and charges have been identified within the attached schedules.

Attachments:

User Fees and Charges – Schedule A to J

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

Administrative Services - Clerk

Fees and Charges (excluding HST)

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Sale of Photocopies - black & white (letter or legal size only)	1 - 2 sheets	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	3 - 5 sheets	\$0.50	\$0.50	\$0.50	\$0.50	0.0%
	6 sheets and up (per sheet)	\$0.10	\$0.10	\$0.10	\$0.10	0.0%
	Municipal Records	\$0.25	\$0.25	\$0.25	\$0.25	0.0%
Black & White copies - 11 x 17	per sheet			\$0.20	\$0.20	0.0%
Colour photocopies (letter or legal size only)	per sheet			\$0.40	\$0.40	0.0%
Colour photocopies (11x17)	per sheet			\$0.75	\$0.75	0.0%
Faxing	First sheet	\$2.00	\$2.00	\$2.00	\$2.00	0.0%
	Each additional sheet	\$1.00	\$1.00	\$1.00	\$1.00	0.0%
Request under the Freedom of Information Act (HST Exempt)	Each	\$5.00	\$5.00	\$5.00	\$5.00	0.0%
	staff time - first 30 minutes of investigation	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	staff time per 15 min. interval beyond 30 minutes	\$7.50	\$7.50	\$7.50	\$7.50	0.0%
(Where the estimate under section 45 (3) of the Municipal provide a deposit of 50% of the estimate prior to the application proceeding)						
Meeting Investigation Fee (HST Exempt)	Each	\$25.00	\$25.00	\$25.00	\$25.00	0.0%
Cutting of Noxious Weeds	Minimum flat fee, plus actual cutting costs					
Lottery License Fee: Raffles, Bingos & Nevada Tickets (HST Exempt)	%	3%	3%	3%	3%	0.0%
Marriage License (HST Exempt)	Each	\$100.00	\$100.00	\$110.00	\$110.00	0.0%

CLERK

Administrative Services - Clerk

Fees and Charges (excluding HST)

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Civil Marriage Ceremony: on site at municipal office during regular office hours	Each	\$250.00	\$250.00	\$250.00	\$250.00	0.0%
booking deposit		\$100.00	\$100.00	\$100.00	\$100.00	0.0%
administration fee if booking is cancelled		\$50.00	\$50.00	\$50.00	\$50.00	0.0%
Township provided witness				\$50.00	\$50.00	0.0%
Special Events Permit (HST Exempt)	Each	\$50.00	\$50.00	\$50.00	\$50.00	0.0%
Burial Certificate (HST Exempt)	Each	\$10.00	\$10.00	\$10.00	\$10.00	0.0%
Encroachment Agreements (HST Exempt)	Each	\$75.00	\$75.00	\$75.00	\$75.00	0.0%
Section 65 of Drainage Act assessment apportionment. Staff time per 15 minute interval	Each	8.50	8.50	9.00	9.25	2.8%
Tile Drainage Loan Inspections	Each			150.00	150.00	
Site Alteration Application for area less than 2 ha	Each	250.00	250.00	250.00	250.00	0.0%
Site Alteration Application for area equal to 2 ha	Each	550.00	550.00	550.00	550.00	0.0%
Site Alteration Application for each ha beyond 2 ha	Each	25.00	25.00	25.00	25.00	0.0%
First conviction in contravention of Site Alteration By-law (person)		10,000.00	10,000.00	10,000.00	10,000.00	0.0%
Subsequent conviction in contravention of Site Alteration By-law (person)		25,000.00	25,000.00	25,000.00	25,000.00	0.0%
first conviction in contravention of Site Alteration By-law (corporation)		50,000.00	50,000.00	50,000.00	50,000.00	0.0%
subsequent conviction in contravention of Site Alteration By-law (corporation)		100,000.00	100,000.00	100,000.00	100,000.00	0.0%
Dog Tags - if paid by April 30 (HST Exempt)	Each	\$15.00	\$15.00	\$15.00	\$15.00	0.0%
-Late fee if paid after April 30th	Each			\$5.00	\$10.00	100.0%
- Initial Dog Tag (after July 1st)	Each			\$10.00	\$10.00	0.0%
- Kennel Licence	Each	\$35.00	\$35.00	\$40.00	\$40.00	0.0%
- Replacement Dog Tag	Each	\$3.00	\$3.00	\$3.00	\$3.00	0.0%

CLERK

Administrative Services - Clerk

Fees and Charges (excluding HST)

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Black Composters (HST Exempt)	Each	\$10.00	\$10.00	\$10.00	\$10.00	0.0%
Green Cone Composters	Each		\$40.00	\$40.00	\$40.00	0.0%
Blue Box - Large - 80L	Each	\$5.50	\$5.50	\$5.50	\$5.50	0.0%
Blue Box - Lid	Each	\$1.50	\$1.50	\$1.50	\$1.50	0.0%
Bag Tags	Each	\$2.00	\$2.00	\$2.00	\$2.00	0.0%
<i>- as set by County of Oxford / HST Exempt</i>						
Criminal Record Check / Vulnerable Sector Check (for employment, student placements, children's aid or any other reason than volunteer)	Each	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	0.0%
Criminal Record Check / Vulnerable Sector Check (for volunteering)	Each	No charge	No charge	No charge	No charge	
Fence Viewing application fee				\$ 100.00	\$ 100.00	0.0%

**Administrative Services - Tax
Fees and Charges (HST Exempt)**

Description	Unit	2016 AMOUNT	2017 AMOUNT	2018 AMOUNT	2019 AMOUNT	% INCREASE
Tax Certificate	Each	\$45.00	\$45.00	\$50.00	\$50.00	0.0%
NSF charge for processing returned cheques	Each	\$30.00	\$30.00	\$30.00	\$30.00	0.0%
Loan Agreement Administration Fee (Debenture Administration)	Each					
Payment of Tile Drainage Loans Before Expiry Date	Each	\$50.00	\$50.00	\$50.00	\$50.00	0.0%
Tax Sale Registration Process	Each			Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee	
Reprint of Prior Year Tax Bills	Each	\$10.00	\$10.00	\$10.00	\$10.00	0.0%
Commission of Oaths or Certified True Copy (resident)	Each	\$10.00	\$10.00	\$10.00	\$10.00	0.0%
Commission of Oaths or Certified True Copy (non-resident)	Each	\$10.00	\$10.00	\$15.00	\$15.00	0.0%
Registered Mail Fee <i>- as set by Canada Post / Includes HST</i>	Each	\$12.00	\$12.00	\$12.00	\$12.00	0.0%
Tax Confirmation Letters	Each	\$0.00	\$0.00	\$15.00	\$15.00	0.0%
Payment Redistribution Fee (per roll #)	Each	\$0.00	\$0.00	\$10.00	\$10.00	0.0%
Refund Administration Fee (Client error/overpayment)	Each	\$0.00	\$0.00	\$25.00	\$25.00	0.0%

Administrative Services - Development Charges

Fees and Charges (HST Exempt)

Description	Unit	Effective April 1, 2016	Effective April 1, 2017	Effective April 1, 2018	Effective April 1, 2019	% INCREASE
Development Charges						
<u>Residential</u>						
Single, Semi-detached	each	\$ 5,088.35	\$ 5,276.62	\$ 5,419.09		2.7%
Other Multiples	each	\$ 3,635.42	\$ 3,769.93	\$ 3,871.72		2.7%
Apartments - 2 Bedrooms or Larger	each	\$ 2,643.66	\$ 2,741.48	\$ 2,815.50		2.7%
Apartments - Bachelor or 1 Bedroom	each	\$ 1,982.49	\$ 2,055.84	\$ 2,111.35		2.7%
NOTE: current by-law 1850-2014.15 - indexing will happen on April 1st each year based on						
Statistics Canada Quarterly, "Construction Price Statistics"						

							Schedule D
Cemetery							
Fees and Charges (excluding HST)							
Description	Unit	2016 Amount	02/17/2016 Amount	2017 Amount	2018 Amount	2019 Amount	% INCREASE
Purchase of Interment Rights and care and maintenance							
Interment Rights	each	\$330.00	\$720.00	\$720.00	\$720.00	\$720.00	0.0%
Care and Maintenance	each	\$250.00	\$480.00	\$480.00	\$480.00	\$480.00	0.0%
Interment Rights (additional adjoining grave) *NEW	each		\$600.00	\$600.00	\$600.00	\$600.00	0.0%
Care & Maintenance (additional adjoining grave) *NEW	each		\$400.00	\$400.00	\$400.00	\$400.00	0.0%
Interment Rights (additional non-adjoining grave) *NEW	each		\$720.00	\$720.00	\$720.00	\$720.00	0.0%
Care & Maintenance (additional non-adjoining grave) *NEW	each		\$480.00	\$480.00	\$480.00	\$480.00	0.0%
Cremation lots	each	\$99.00	\$250.00	\$250.00	\$250.00	\$255.00	2.0%
Care and Maintenance	each	\$150.00	\$250.00	\$250.00	\$250.00	\$250.00	0.0%
Interment							
Adult - standard	each	\$550.00	\$650.00	\$650.00	\$650.00	\$650.00	0.0%
Child	each	\$275.00	\$325.00	\$325.00	\$325.00	\$325.00	0.0%
Infant	each	\$275.00	\$325.00	\$325.00	\$325.00	\$325.00	0.0%
Cremated Remains	each	\$275.00	\$325.00	\$325.00	\$325.00	\$325.00	0.0%
Disinterment / Exhumation							
Adult - standard	each	\$550.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Cremated Remains *NEW	each		\$500.00	\$500.00	\$500.00	\$500.00	0.0%
Columbaria Fees							
Bottom Row	each	\$935.00	\$935.00	\$935.00	\$935.00	\$935.00	0.0%
Bottom Row- Care and Maintenance	each	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	0.0%
Second Row	each	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00	0.0%
Second Row- Care and Maintenance	each	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	0.0%
Third Row	each	\$1,105.00	\$1,105.00	\$1,105.00	\$1,105.00	\$1,105.00	0.0%
Third Row- Care and Maintenance	each	\$195.00	\$195.00	\$195.00	\$195.00	\$195.00	0.0%
Top Row	each	\$1,232.50	\$1,232.50	\$1,232.50	\$1,232.50	\$1,232.50	0.0%
Top Row- Care and Maintenance	each	\$217.50	\$217.50	\$217.50	\$217.50	\$217.50	0.0%
Extra Charges							
Monument Care Fund - Flat marker (smaller than 1,116.13 sq cm / 173 sq in.)	each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Monument Care Fund - Flat marker (1,116.23 sq cm / 173 sq in. or larger)	each	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	0.0%
Monument Care Fund - Upright marker (1.49 sq m / 16 sq ft or smaller, including the base)	each	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	0.0%
Monument Care Fund - Upright marker (larger than 1.49 sq m / 16 sq ft. including the base)	each	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	0.0%

							Schedule D
Cemetery							
Fees and Charges (excluding HST)							
Description	Unit	2016 Amount	02/17/2016 Amount	2017 Amount	2018 Amount	2019 Amount	% INCREASE
Sundays & Municipal Holiday Interments	each	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	0.0%
Foundation layout fee	each	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	0.0%
Snow Removal	each	\$60.00	\$60.00	*	*	*	
Winter Burial - Full Interment (December 1st to March 31)	each	\$700.00	\$800.00	*	*	*	
Winter Burial - Cremated Remains (December 1st to March 31)	each	\$100.00	\$100.00	*	*	*	
Park Benches	each	\$1,000.00	\$1,000.00	\$1,400.00	\$1,400.00	\$1,400.00	0.0%
Engraving of Niche Plate	each	\$285.00	\$350.00	\$350.00	\$350.00	\$350.00	0.0%
Transfer Fee							
Transfer Fee (Certificate picked-up at Township Office)	each	\$10.00	\$50.00	\$50.00	\$50.00	\$50.00	0.0%
Registered Mail Fee							
	each	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	0.0%
* Actual fees incurred by the Township in relation to the specific incident/request + 15%							

Community Services - Indoor Facilities						
May 1st to April 30th						
Fees and Charges (including HST)						
Description	Unit	Effective May 1, 2016	Effective May 1, 2017	Effective May 1, 2018	Effective May 1, 2019	% Increase
Arena						
**Prime Time - Minor Groups	per hour	\$125.00	\$130.00	\$135.00	\$138.00	2.2%
**Prime Time - All Others	per hour	\$175.00	\$180.00	\$185.00	\$188.00	1.6%
Non-Prime Time - Minor Groups	per hour	\$65.00	\$70.00	\$75.00	\$75.00	0.0%
Non-Prime Time - All Others	per hour	\$90.00	\$100.00	\$105.00	\$105.00	0.0%
Arena Floor Rental (Dances, Trade Shows)	per hour	\$155.00	\$160.00	\$165.00	\$165.00	0.0%
Arena Floor Rental (Dances, Trade Shows)	full day	\$620.00	\$625.00	\$650.00	\$650.00	0.0%
Arena Floor Rental (Recreation, Sports)	per hour	\$40.00	\$45.00	\$48.00	\$48.00	0.0%
**Prime Time ice rentals are M-F 5-10 p.m. and weekends 8 a.m. - 10 p.m.						
Recreational Program						
Public Skating - Adult	per person	no charge	no charge	no charge	no charge	
Public Skating - Child Elementary School Age	per person	no charge	no charge	no charge	no charge	
Public Skating - Pre-School	per person	no charge	no charge	no charge	no charge	
Parents & Tots	per person	no charge	no charge	no charge	no charge	
Sponsored Public Skating	per hour	\$90.00	\$100.00	\$100.00	\$100.00	0.0%
School Skating Program	per hour	\$40.00	\$40.00	\$45.00	\$45.00	0.0%
Ticket Ice (minimum with 1 to 4 skaters)	per hour	\$45.00	\$45.00	\$45.00	\$45.00	0.0%
Ticket Ice (exceeding 4 skaters)	per skater	\$10.00	\$10.00	\$10.00	\$10.00	0.0%
Shinny Hockey (adult)	per skater/hour	\$10.00	\$10.00	\$10.00	\$10.00	0.0%
Shinny Hockey (child - under age 18)	per skater/hour	\$5.00	\$5.00	\$5.00	\$5.00	0.0%
Birthday Specials:						
1 hour of ice time (based on availability) and 1 hour in Room A	per event	\$65.00	\$70.00	\$75.00	\$75.00	0.0%
1 hour of ice time (based on availability) and 1 hour in Hall	per event	\$90.00	\$100.00	\$105.00	\$105.00	0.0%
Advertising						
Ice Logo (sponsor must supply logo at their cost)		\$500.00	\$500.00	\$500.00	\$500.00	0.0%
Arena Board Advertising (sponsor must supply logo at their cost)		\$500.00	\$500.00	\$500.00	\$500.00	0.0%
Wall Advertising (sponsor must supply logo at their cost)		\$300.00	\$300.00	\$300.00	\$300.00	0.0%

Community Services - Indoor Facilities						
May 1st to April 30th						
Fees and Charges (including HST)						
Description	Unit	Effective May 1, 2016	Effective May 1, 2017	Effective May 1, 2018	Effective May 1, 2019	% Increase
Community Centre Halls						
Plattsville Community Hall	per hour	\$50.00	\$55.00	\$60.00	\$61.00	1.7%
Plattsville Community Hall	daily	\$200.00	\$210.00	\$220.00	\$225.00	2.3%
Plattsville Community Hall - weekday daytime	1/2 day				\$122.00	
Plattsville Community Hall (Together with Ice Event)	daily	\$100.00	\$110.00	\$120.00	\$122.00	1.7%
Plattsville Community Hall (Buck & Doe)	daily	\$500.00	\$520.00	\$530.00	\$530.00	0.0%
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	per event	\$100.00	\$110.00	\$120.00	\$120.00	0.0%
Plattsville Community Hall - Room A	per hour	\$25.00	\$30.00	\$35.00	\$35.00	0.0%
Plattsville Community Hall - Room A	daily	\$100.00	\$110.00	\$120.00	\$120.00	0.0%
Plattsville Community Hall - Room B	per hour	\$25.00	\$30.00	\$35.00	\$35.00	0.0%
Plattsville Community Hall - Room B	daily	\$100.00	\$110.00	\$120.00	\$120.00	0.0%
Princeton Centennial Hall - Fireside Room	per hour	\$25.00	\$30.00	\$35.00	\$35.00	0.0%
Princeton Centennial Hall - Fireside Room	daily	\$100.00	\$110.00	\$120.00	\$120.00	0.0%
Princeton Centennial Hall - Fireside Room - weekday daytime	1/2 day				\$70.00	
Princeton Centennial Hall - Main Hall	per hour	\$90.00	\$100.00	\$110.00	\$110.00	0.0%
Princeton Centennial Hall - Main Hall	daily	\$360.00	\$370.00	\$380.00	\$380.00	0.0%
Princeton Centennial Hall - Main Hall - weekday daytime	1/2 day				\$220.00	
Princeton Centennial Hall - Main Hall (Buck & Doe)	daily	\$500.00	\$520.00	\$530.00	\$530.00	0.0%
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	\$180.00	\$190.00	\$200.00	\$200.00	0.0%
Kitchen Use	daily	\$75.00	\$80.00	\$85.00	\$85.00	0.0%

					Schedule F
Community Services - Outdoor Facilities & Parks					
May 1st to April 30th					
Fees and Charges (including HST)					
FIELD CLASSIFICATION					
Description	Unit	A	B	C	D
Ball Diamonds					
Adult	per game	\$20.00	\$20.00	\$17.00	n/a
Affiliated Minor	per game	\$14.00	\$14.00	\$12.00	\$12.00
Adult Tournament First Game/Diamond	per day	\$20.00	\$20.00	\$17.00	n/a
Adult Tournament Extra Game/Diamond	per game	\$17.00	\$17.00	\$15.00	n/a
Affiliated Minor Tournament First Game/Diamond	per day	\$14.00	\$14.00	\$12.00	\$12.00
Affiliated Minor Tournament Extra Game/Diamond	per game	\$11.00	\$11.00	\$11.00	\$11.00
Optional Tournament Grooming	per groom	\$22.00	\$22.00	\$22.00	\$22.00
Optional Use of Lights	per game	\$7.00	n/a	\$7.00	\$7.00
Ball Diamond Fence Advertising (sponsor must supply sign at their costs, size, location and content must be approved)	yearly				\$300.00
Description					
Unit					
Effective May 1, 2016					
Effective May 1, 2017					
Effective May 1, 2018					
Effective May 1, 2019					
Soccer Pitches - based upon 90 minute games					
Adult Permit	per game	\$12.00	\$12.00	\$13.00	\$13.00
Adult Tournament	per day	\$72.00	\$72.00	\$75.00	\$75.00
Affiliated Minor	per game	\$8.00	\$8.00	\$9.00	\$10.00
Affiliated Minor Tournament	per day	\$48.00	\$48.00	\$50.00	\$52.00
Park Permit Fees					
Pavillion Day Permit	per day	\$72.00	\$72.00	\$75.00	\$75.00
Open Park Space Event Day Permit	per day	\$72.00	\$72.00	\$75.00	\$75.00

Building Services
Fees and Charges (HST Exempt)

CLASSES OF PERMITS AND PERMIT FEES				
Unless otherwise noted all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies				
For temporary buildings (greater than 10m ²), alterations, additions, foundations and new buildings (greater than 10m ²).				
Where a fee is not listed below, the Chief Building Official can determine required fee. Administrative fee due at time of application.				
Construction - New Buildings, Additions, Mezzanines		Administrative Fee	Permit Fee	
Group A Assembly Buildings & Group B Institutional Buildings & Group D Business/Personal Service & Group E Mercantile Buildings & Group F Industrial Buildings	New, Additions & Renovations - Commercial, Industrial & Institutional Buildings	\$250.00	\$1.25/sq ft	
	Public Pool, Public Patios and Exterior Ramps	\$250.00	\$0.50/sq ft	
Group C Residential Buildings	Residential Buildings New, Additions	\$250.00	\$1.25/sq ft	
	Renovations to non Single/Semi/Towns	\$250.00	\$1.00/sq ft	
	Renovations to Single/Semi/Town Units	\$100.00	\$400.00	
	Swimming Pools	\$100.00	\$100.00	
	Sheds & Garages	\$100.00	\$0.75/sq ft	
	Decks & Covered Porches (unheated and unenclosed)	\$100.00	\$100.00	
Farm Buildings	Agricultural Buildings (New, Additions, Renovations)	\$250.00	\$0.20/sq ft	
	Horizontal/Bunk Silos	\$100.00	\$500.00	
	Vertical Silos, Grain Bins etc	\$100.00	\$500.00	
	Manure Storage (All Types)	\$250.00	\$500.00	
Special Categories	Tents	\$100.00	\$0.00	
	Temporary Buildings / Portables	\$100.00	\$400.00	
	Change of Use	\$100.00	\$400.00	
Miscellaneous	Permit Renewal/Revision	\$100.00	\$0.00	
	Fireplace/Wood Stove (each)	\$100.00	\$150.00	
	Signs	\$100.00	\$150.00	
	Retaining Wall/Balcony Guard (per Linear Foot)	\$100.00	\$5.00 per ft	
	Wind Turbines	\$250.00	\$1,750.00	
	Solar Panel	\$100.00	\$400.00	
	Designated Structures (other than listed above)	\$250.00	\$500.00	
	Alternate Soutlion Application (see note 2)	\$100.00	\$400.00	
	Conditional Permits	\$250.00	\$0.03/sq ft	
	Septic Permit	\$100.00	\$450.00	
	Septic Permit (Tank Only)	\$100.00	\$100.00	
	Re-inspection/Canceled Inspection Fee/ Requested inspection more than 3 years since			

BUILDING

**Building Services
Fees and Charges (HST Exempt)**

CLASSES OF PERMITS AND PERMIT FEES			
Unless otherwise noted all definitions of building classifications shall be as defined in the Ontario Building Code for Major Occupancies			
For temporary buildings (greater than 10m ²), alterations, additions, foundations and new buildings (greater than 10m ²).			
Where a fee is not listed below, the Chief Building Official can determine required fee. Administrative fee due at time of application.			
	Requested inspection more than 3 years since last inspection	\$100.00	\$50.00
Mechanical Work	Sprinkler System	\$250.00	\$500.00
	NFPA 96 Kitchen Hood Fan	\$250.00	\$250.00
Plumbing/Service Work	Water & Sewer Connection	\$100.00	\$0.00
	Building Services (per Linear Foot per service)	\$100.00	\$0.75/ft
DEMO	Non Farm Structures	\$100.00	\$0.00
Note 1 - Where proposed construction requiring a permit does not match a standard fee, the Chief Building Official may determine the required fee. Note 2 - Where a 3rd party review is required and the cost of that review is incurred by the Township, the fee will be added to the cost of the permit			
Builders Deposits			
	Engineer Letter/New Dwelling Unit	Lot Grading	Public Works
All Classes of Construction	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00
Note 1 - The public works manager shall determine the deposit for work done where municipal owned assets may be damaged.			
Note 2 - There township will return the paid deposit to the permit applicant within 28 days of approval.			

Protective Services

Fees and Charges (excluding HST)

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Fire Inspection						
Fire Inspection	per hour	\$75.00	\$80.00	\$85.00	\$87.13	2.5%
Fire Inspection Admin Fee	each	\$50.00	\$55.00	\$55.00	\$56.38	2.5%
Liquor Licenses and Occupancy Loads						
Fire Inspection	per hour	\$75.00	\$80.00	\$85.00	\$87.13	2.5%
Fire Inspection Admin Fee	each	\$50.00	\$55.00	\$55.00	\$56.38	2.5%
Fire Chief's Letters to Lawyers or Insurance Company	each	\$75.00	\$80.00	\$85.00	\$87.13	2.5%
Fire Department Compliance Letter	each		\$60.00	\$85.00	\$87.13	2.5%
By-Law Compliance Letter	each		\$15.00	\$85.00	\$87.13	2.5%
Copies of Fire Reports	each	\$50.00	\$55.00	\$55.00	\$56.38	2.5%
Response to Motor Vehicle Accidents and Vehicle Fires (HST Exempt)						
(Chargeable to the registered owner of the vehicle)						
Non-Resident						
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$450.00	\$459.45	\$465.42		-100.0%
Resident						
No Charge						
Motor Vehicle Accident Response-Provincial Highway (HST Exempt)						
(Chargeable to Ministry of Transportation for all provincial highway accident responses)						
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$450.00	\$459.45	\$465.42		-100.0%

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Fire Response -Indemnification Technology						
Current MTO rates, plus personnel /hour rates ,and any cost incurred by the Municipality						
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$450.00	\$459.45	\$465.42		-100.0%
Refilling SCBA air bottles						
	each	\$20.00	\$20.00	\$20.00		-100.0%
Fire Response - Hazardous Materials Clean Up						
As outlined in the Environment Protection Act, RSO 1990				Actual Costs		
Fire Response - Natural Gas Leak,						
Caused directly by a person or company						
Minimum Charge up to 1st hour per Fire Apparatus	each *			\$ 465.42		-100.0%
Burn Permit						
				no charge		
Fire Response - Open Air Burning						
Illegal or Unauthorized Fire						
1st Offense				no charge		
2nd or Additional Offences	each *			\$ 465.42		-100.0%
Minimum Charge up to 1st hour per Fire Apparatus						
Fire Response - Preventable Fire Alarm Panel Alarms						
1st Offense				no charge		
2nd or Additional Offences	each *			\$ 465.42		-100.0%
Minimum Charge up to 1st hour per Fire Apparatus						
Fire Response - False Fire Alarm						
When work is performed on a fire alarm system and the owner/technician fails to notify Fire Department						
Minimum Charge up to 1st hour per Fire Apparatus	each *			\$ 465.42		-100.0%

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Fire Response - Smoke/Co Alarms						
Fail to return loaner alarm to Fire Department (within one week)	each			\$ 50.00	\$ 50.00	0.0%
Fire Response - Fire Watch or Stand By						
As authorized by Fire Chief				100% of cost recovery		
Minimum Charge up to 1st hour per Fire Apparatus	each *			\$ 465.42		-100.0%
Review of Fire Works Display Application						
	each			\$ 125.00	\$ 125.00	0.0%
Review of Application for Pyrotechnics display						
Including a site inspection and review of Fire Safety Plan				\$ 200.00	\$ 200.00	0.0%
Review of Risk Safety Management Plan for Propane Storage						
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for small facilities (less than 5000 USGW)				\$ 100.00	\$ 100.00	0.0%
				+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	
Review of Risk Safety Management Plan for Propane Storage						
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for medium and large facilities (less than 5000 USGW)				\$ 250.00	\$ 250.00	0.0%
				+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	
* As set by MTO						

Building Services - Planning
Fees and Charges (HST Exempt)

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Zoning By-law Amendment Application	each	\$500.00	\$500.00	\$500.00	\$500.00	0.0%
Minor Variance Application	each	\$400.00	\$400.00	\$400.00	\$400.00	0.0%
Zoning Compliance Information	each	\$35.00	\$35.00	\$50.00	\$50.00	0.0%
Building Compliance Information	each	\$50.00	\$50.00	\$50.00	\$50.00	0.0%
Drainage Compliance Information	each	\$35.00	\$35.00	\$50.00	\$50.00	0.0%
Sign Minor Variance Application	each	\$300.00	\$300.00	\$300.00	\$300.00	0.0%
Site Plan Agreement Application	each	\$400.00	\$400.00	\$400.00	\$400.00	0.0%
Site Plan Agreement Amendment	each	\$400.00	\$400.00	\$400.00	\$400.00	0.0%
Environmental Site Assessment Letter	each	\$70.00	\$70.00	\$70.00	\$70.00	0.0%
Confirmation of uses permitted in zone letters	each	\$70.00	\$70.00	\$70.00	\$70.00	0.0%
Communication Tower Application	each	\$400.00	\$400.00	\$400.00	\$400.00	0.0%
In addition to the above application fees the applicant shall pay all external costs incurred by the municipality in respect of the Planning Application						
DEPOSITS:						
Garden Suite Agreement	each	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	0.0%
Site Plan Agreement (re: completion of site work per agreement)	each	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Agreement to construct a new single family dwelling while current owners are living in the existing single family dwelling	each	As per agreement				
Sub-Division Agreement	each	As per agreement				
Bunkhouse Agreement	each	As per agreement				
Discretionary Agreement	each	As per agreement				

Public Works - Roads

Fees and Charges (excluding HST)

Description	Unit	2016 Amount	2017 Amount	2018 Amount	2019 Amount	% Increase
Installation of Entrance Culverts	each	\$970.00	\$980.00	\$1,000.00	\$1,000.00	0.0%
Curb Cut	each	\$310.00	\$350.00	\$360.00	\$400.00	11.1%
Moving a Structure along Municipal Roads to Relocate Structure	each	\$33.00	\$35.00	\$35.00	\$35.00	0.0%
Snow Removal for City of Woodstock Blandford Rd (Oxford Rd 2 to Twp. Rd. 3)						
Snow Plowing	per operation	\$21.50	\$22.00	\$22.50	\$57.50	155.6%
Snow Plowing / Sand / Salting	per operation	\$78.00	\$79.00	\$80.00	\$85.00	6.3%
Sand /Salting	per operation	\$60.00	\$61.00	\$62.00	\$70.00	12.9%
Tandem Axle Truck Rental	hour	\$59.50	\$60.00	\$65.00	\$80.00	23.1%
One Ton Truck Rental	hour	\$27.75	\$28.00	\$30.00	\$50.00	66.7%
1/2 Ton Pickup Rental	hour	\$16.00	\$16.25	\$16.50	\$25.00	51.5%
Grader Rental summer	hour	\$64.50	\$65.00	\$66.00	\$100.00	51.5%
Grader Rental winter	hour	\$69.50	\$70.00	\$75.00	\$120.00	60.0%
Loader Rental	hour	\$43.00	\$43.50	\$45.00	\$55.00	22.2%
Backhoe Rental	hour	\$43.00	\$43.50	\$45.00	\$55.00	22.2%
Tractor Rental	hour				\$50.00	
Brush Depot - Labour	hour	\$32.50	\$33.00	\$33.50	\$35.00	4.5%
Civic Address Signs & Posts	each	\$35.00	\$35.50	\$36.50	\$37.00	1.4%
Laying a private drain across Township Road Allowance		Separate Agreement				
Laying utility lines along, under, in or upon municipal roads		Separate Agreement				



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rodger Mordue, CAO/Clerk
Reviewed By:	N/A	Date:	November 9, 2018
Subject:	Conservation Authority Board appointments	Council Meeting Date:	December 5, 2018
Report #:	CAO-18-17		

Recommendation:

That the Council receive report CAO-18-17 as information; and,

That Councillor Bruce Banbury be recommended to the County of Oxford as the County's representative to the Grand River Conservation Authority Board.

Background:

The County of Oxford is within the watershed of a number of different conservation authorities. At the start of each Council term the County is responsible for putting forward names of individuals to sit on the various Conservation Authority Boards.

Blandford-Blenheim is within two separate Conservation Authority jurisdictions, the Grand River Conservation Authority (GRCA) and the Upper Thames River Conservation Authority (UTRCA). The majority of the land in Blandford-Blenheim is within the GRCA watershed with a small portion in the west near Innerkip in the UTRCA watershed.

The Township shares representation on the GRCA Board with the Township's of Norwich and East Zorra-Tavistock. We share representation on the UTRCA Board with the Township of East Zorra-Tavistock.

Analysis/Discussion:

Grand River Conservation Authority

The GRCA is the main watershed in the Township. For the past 2 terms of Council the County representative on that Board has been Councillor Banbury. He has advised that he would like to continue as the County representative on this Board. The Township shares this

representation with Norwich and East Zorra-Tavistock. A relatively small portion of Norwich and East Zorra-Tavistock are within the GRCA watershed.

Upper Thames River Conservation Authority

A small portion of the Township is within the UTRCA watershed. Conversely the main watershed in East Zorra-Tavistock is the UTRCA. The Township shares representation on this Board with the Township of East Zorra-Tavistock and for the past 2 terms the County representative on that Board has been from East Zorra-Tavistock.

Financial Considerations:

N/A

Attachments:

N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rodger Mordue, CAO/Clerk
Reviewed By:	Denise Krug, Director of Finance/Treasurer	Date:	November 29, 2018
Subject:	2019 Insurance renewal	Council Meeting Date:	December 5, 2018
Report #:	CAO-18-20		

Recommendation:

That the Council receive report CAO-18- 20 as information; and,

That the 2019 Insurance requirements for the Township of Blandford-Blenheim be administered through the Frank Cowan Company at a total cost \$236,286 plus applicable taxes.

Background:

For many years the Township has split its insurance requirements between two firms. North Blenheim Mutual has carried the Township's commercial property insurance for all sites with the exception of the high risk arena building. Cowan Insurance has covered the arena and the rest of our needs including auto, errors & omissions and general liability.

Analysis/Discussion:

Coverage under the Township's insurance program expires December 31st. For many years coverage has been split between two local firms, North Blenheim Mutual and the Frank Cowan Company.

It's staff's understanding that this arrangement of having two providers is not common in the municipal field. Normally one company will handle all of a municipalities insurance needs. By having two companies responsible for insurance there is a risk to the municipality of having areas of our operation not covered, of having facilities excluded or of them being under insured.

There is also a coverage benefit offered by the Frank Cowan Company that, because of our split coverage arrangement, we are not able to take advantage of. The Cowan property policy has a blanket all risk replacement cost on property. This means that they issue an insured value equal to the total sum of the municipality's assets. In the event of a loss, should a building be deemed to be insured for less than it will cost to rebuild we would have up to the total sum of

insurance to use to rebuild that building. This feature prevents under insured values and ensures we would have sufficient dollars to replace or repair back to the condition prior to the loss. Since Frank Cowan does not insure all of the property for Blandford-Blenheim, they are not able to offer the blanket coverage since one of the conditions of this benefit is that they insure all of our property.

It is because of this “blanket coverage” that staff are suggesting that all insurance be transferred to Cowans. The cost difference between doing this and remaining with the status quo is negligible. Also the service received from North Blenheim when we do have an issue has been excellent.

Financial Considerations:

Insurance costs for 2019 with two providers:

North Blenheim	13,923
Cowans	<u>222,995</u>
	236,918 plus taxes

Insurance costs for 2019 one provider:

Cowans	236,286 plus taxes
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Attachments:

N/A

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2018-2101

Being a By-law to appoint an Acting Head of Council.

WHEREAS, Section 242 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides the authority for the Council of any municipality to appoint by by-law, a member of the council to act from time to time in the place of the Head of the Council.

AND WHEREAS it is deemed expedient by Council to establish a procedure to automatically appoint the Acting Head of Council to serve in the place of the Head of the Council when the Head of the Council is absent from the municipality or absent through illness or his/her office is vacant.

NOW THEREFORE, Be it Enacted by the Municipal Council of The Corporation of the Township of Blandford-Blenheim:

1. The Four (4) Councillors of the Township of Blandford-Blenheim are hereby appointed individually as the Acting Head of Council to serve consecutively, in alphabetic order, for a Twelve (12) month term during the Four (4) year Council term in the place of the Head of Council when the Head of Council is absent from the municipality or absent through illness or his/her office is vacant.
2. In the event that the Head of Council and the Acting Head of Council as outlined in Section 1, is absent from the municipality or absent through illness or their respective offices are vacant, the Council shall by resolution appoint one of its remaining members to act in the place of the Head of Council and the Acting Head of Council.
3. The Acting Head of Council has and may exercise all the rights, powers and authority of the Head of the Council.
4. By-law Number 1516-2006 enacted the 20th day of December, 2006, is hereby repealed.

READ A FIRST AND SECOND TIME THIS 5th, DAY OF December, 2018.

READ A THIRD TIME AND FINALLY PASSED THIS 5th, DAY OF December, 2018.

MAYOR: Mark Peterson

CAO/Clerk: Rodger Mordue

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER **2102-2018**

Being a By-law to appoint the Members of Council to the Township of Blandford-Blenheim, Committee of Adjustment for the Council term December 1, 2018 to November 30, 2022.

WHEREAS Section 44 (1) of the Planning Act, R.S.O. 1990, Chapter P.13, and amendments thereto, provides that Council may by by-law constitute and appoint a committee of adjustment for the municipality since they have enacted a zoning by-law.

AND WHEREAS Section 44 (3) of the Planning Act states that the term of office for committee members who are members of a municipal council shall be appointed annually.

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. That the Committee of Adjustment for the Corporation of the Township of Blandford-Blenheim is hereby constituted and the following persons are hereby appointed as its' members for the period December 1, 2018 to November 30, 2022.
 - 1) Mark Peterson
 - 2) Randy Balzer
 - 3) G. Bruce Banbury
 - 4) Nancy Demarest
 - 5) Justin Read
2. The Mayor and/or Acting Mayor shall serve as the Chairperson of the Committee of Adjustment.
3. That the provisions of this by-law are deemed to have taken full force and effect on the 1st day of December, 2018, and shall remain in force until a subsequent by-law is enacted.
4. By-law Number 1870-2014 enacted the 1st day of December, 2014, is hereby repealed.

By-law **READ** a **FIRST** and **SECOND** time this 5th day of December, 2018.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 5th day of December, 2018.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2103-2018**

Being a By-law to provide for the appointment of persons to serve as Fence-Viewers, Livestock Valuers, a Pound keeper and a Property Standards Committee in the Township of Blandford-Blenheim.

WHEREAS the Line Fences Act, R.S.O. 1990, Chapter L.17, Section 2, and amendments thereto, provides that the Council of every local municipality shall by by-law appoint such numbers of fence-viewers as are required to carry out the provisions of the Act.

AND WHEREAS the Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, Chapter L.24, Part 1, Section 4, and amendments thereto, provides that the Council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of the Act.

WHEREAS Section 8 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that Councils of all municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act.

AND WHEREAS Council deems it necessary to appoint a person under the authority of the Municipal Act to serve as Pound keeper to carry out the provisions of the Pounds Act, R.S.O. 1990, Chapter P.17, and amendments thereto.

AND WHEREAS Section 7.4 of the Township's Property Standards By-law (1431-2004) states that a Property Standards Committee shall be appointed by the Council at their inaugural meeting, or as soon thereafter as expedient, with the members so appointed to hold office until their successors have been appointed.

AND WHEREAS Council deems it advisable to update the current list of appointments contained in By-law Number 1871-2014.

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. The following persons are appointed as **"Fence-Viewers"**:
 - 1.1 Elmer Bretz
 - 1.2 Keith Elmes
 - 1.3 Arnold Haskett
 - 1.4 Gary Hofstetter
 - 1.5 Keith Hubbard

2. The following persons are appointed as **"Livestock Valuers"**:

- 1.1 Arnold Haskett
 - 1.2 John Gal
3. The following person is appointed as **“Pound keeper”**:
- 1.1 Arnold Haskett
4. The following persons are appointed as the **“Property Standards Committee”**:
- 1.1 Bonnie Bretz
 - 1.2 Marie Brousseau
 - 1.3 Fred Shoemaker
 - 1.4 Keith Cadwell
5. The remuneration for the positions outlined in Sections 1, 2, 3 and 4 described herein shall be in accordance with the following procedure:
- 4.1 Fence-Viewers, Property Standards Committee and Livestock Valuers shall be paid in accordance with Schedule “D” of the current Salary and Wage By-law of the Township.
 - 4.2 Pound keepers shall receive remuneration in accordance with the Pounds Act, R.S.O. 1990, and amendments thereto.
6. By-law Number 1871-2014 enacted the 17th day of December, 2014, is hereby repealed.

By-law **READ** a **FIRST** and **SECOND** time this 5th day of December, 2018.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 5th day of December, 2018.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2104-2018**

Being a By-law to appoint Melissa Torres Garavito as a Building Inspector / Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.

WHEREAS Section 3(1) of the Building Code Act, R.S.O. 1990, Chapter B.13 provides that the Council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 3(2) of the Building Code Act, R.S.O. 1990, Chapter B.13, directs that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purpose of the enforcement of the Act in areas in which the municipality has jurisdiction;

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. That Melissa Torres Garavito is hereby appointed as a Building Inspector / Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.
2. Salary and benefit compensation rates shall be that as from time to time fixed by council by by-law.
3. That this By-law shall come into force and take effect on December 5, 2018.

READ A FIRST AND SECOND TIME THIS 5th day of December, 2018.

READ A THIRD TIME AND FINALLY PASSED THIS 5th day of December, 2018.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2105-2018

Being a By-law to confirm the proceedings of Council.

WHEREAS by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

AND WHEREAS by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on December 5th, 2018 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 5th day of December, 2018.

By-law read a third time and finally passed this 5th day of December, 2018.

MAYOR
MARION WEARN

CAO / CLERK
RODGER MORDUE

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2106-2018

Hofstetter Road Drain

BEING a By-law to amend the assessment schedules based on actual costs incurred for constructing the Hofstetter Road Drain;

WHEREAS By-law Number 2073-2018 enacted the 6th day of June 2018, provided for the construction of the Hofstetter Road Drain, based on the estimates contained in drainage report dated May 23, 2018, as submitted by K. Smart Associates Limited;

AND WHEREAS the construction of the Hofstetter Road Drain has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

AND WHEREAS the total estimated cost of the Hofstetter Road Drain was \$100,180;

AND WHEREAS the actual cost of construction was \$92,522.04, or 92.36% of the estimate;

AND WHEREAS the Provincial Grants on agricultural lands were \$6,206.74;

NOW THEREFORE the Council of the Township of Blandford-Blenheim enacts as follows:

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "C" attached hereto and forming part of this by-law.

Bylaw **READ** a **FIRST** and **SECOND** time this 5th day of December, 2018.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 5th day of December, 2018.

Mark Peterson, Mayor

Rodger Mordue CAO/Clerk

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
HOFSTETTER ROAD DRAIN
Township of Blandford-Blenheim**

Farm Tax Rated	Con	Lot	Roll No.	Owner/Address	Estimated		Actual			
					Gross Total (\$)	Net Total (\$)	Gross Total (\$)	1/3 Grant (\$)	Allow- ances (\$)	Net Assessment (\$)
	11	Pt 16	070-04600	M. Bender	3,068	1,368	2,840.15	0.00	1,700	1,140.15
M	12	Pt 16	070-05300	Oxford County	15,991	4,441	14,803.42	0.00	11,550	3,253.42
F	12	17	080-26500	Laycrest Farms Ltd	20,114	13,309	18,620.22	6,206.74	100	12,313.48
Total Assessments on Lands:					39,173	19,118	36,263.79	6,206.74	13,350	16,707.05
M		Township Road 12		Twp of Blandford-Blenheim	19,134	19,134	17,713.00	0	0	17,713.00
S		Special Assessment to Township Road 12			10,620	10,620	9,723.17	0	0	9,723.17
M		Hofstetter Road		Twp of Blandford-Blenheim	19,323	19,323	17,887.97	0	0	17,887.97
S		Special Assessment to Hofstetter Road			11,930	11,930	10,934.11	0	0	10,934.11
Total Assessments on Roads:					61,007	61,007	56,258.25	0	0	56,258.25
TOTAL ASSESSMENTS HOFSTETTER ROAD DRAIN:					100,180	80,125	92,522.04	6,206.74	13,350.00	72,965.30

Notes:

- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected.
The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township.
For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
- The above lands marked "F" are currently classified as agricultural according to the Township and OMAFRA and are therefore entitled to a 1/3 grant.
- M" means Municipal and "S" means Special Assessment.