

# Clarington

## General Government Committee

### Agenda

Date: November 6, 2017

Time: 9:30 AM

Place: Council Chambers, 2<sup>nd</sup> Floor  
Municipal Administrative Centre  
40 Temperance Street  
Bowmanville, Ontario



**Inquiries & Accommodations:** For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending, please contact: Samantha Gray, Committee Coordinator, at 905-623-3379, ext. 2106 or by email at [sgray@clarington.net](mailto:sgray@clarington.net).

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**Audio Record:** The Municipality of Clarington makes an audio record of General Government Committee meetings. If you make a delegation or presentation at a General Government Committee meeting, the Municipality will be audio recording you and will make the recording public by publishing the recording on the Municipality's website.

**Noon Recess:** Please be advised that, as per the Municipality of Clarington's Procedural By-law, this meeting will recess at 12:00 noon, for a one hour lunch break, unless otherwise determined by the Committee.

**Cell Phones:** Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting.

Copies of Reports are available at [www.clarington.net](http://www.clarington.net)

**1 Call to Order****2 New Business – Introduction**

Members of Committee are encouraged to provide the Clerk's Department, in advance of the meeting, a copy of any motion the Member is intending to introduce, (preferably electronic) such that staff could have sufficient time to share the motion with all Members prior to the meeting.

**3 Adopt the Agenda****4 Declaration of Interest****5 Announcements****6 Adoption of Minutes of Previous Meeting**

- 6.1 October 16 Minutes of a Regular Meeting of October 16, 2017 Page 5  
Minutes

**7 Delegations**

- 7.1 Sylvie Muscat, Regarding the Request to Amend the Responsible Pet Owners' By-law 2013-024, Regarding Leash Free Area

- 7.2 Stan Przysiezny, Regarding Development on Lambs Lane

**8 Communications - Receive for Information**

- 8.1 CLOCA Minutes of the Central Lake Ontario Conservation Authority Page 14  
Minutes dated October 17, 2017

- 8.2 GRCA Minutes of the Ganaraska Region Conservation Authority Page 22  
Minutes dated October 19, 2017

**9 Communications – Direction**

9.1 Durham Region    Ralph Walton, Regional Clerk and Director of Legislative Services, Regarding Cannabis Legislation Bill C-45; Bill C-46    Page 25

(Motion to Refer to the Municipal Clerk)

9.2 R.W. Tomlinson Limited    Ryan Paquette, Project Coordinator, R.W. Tomlinson Limited – MTO - Hwy #115 Culverts Noise By-law Exemption Request

(Motion to approve an exemption to the Municipality's Noise By-law 2007-071 for Hwy #115 Culverts Construction until September 14, 2018)

**10 Presentations**

No Presentations

**11 Engineering Services Department**

No Reports

**12 Operations Department**

No Reports

**13 Emergency and Fire Services Department**

No Reports

**14 Community Services Department**

14.1 CSD-009-17    2018 Community Event Sponsorship Requests - Fall Intake    Page 26

**15 Municipal Clerk's Department**

- 15.1 CLD-020-17 Clarington's 2018 Municipal Elections - Accessibility Plan Page 39
- 15.2 CLD-021-17 Election Sign By-law – Proposed Amendments Page 48
- 15.3 CLD-022-17 Multi-Year Accessibility Plan Page 54
- 15.4 CLD-023-17 Appointment to the Clarington Heritage Committee Page 68

**16 Corporate Services Department**

- 16.1 COD-019-17 ASO Review for Provision of Employee Group Benefits Page 71
- 16.2 COD-020-17 2017 Bridge and Culvert Rehabilitation Page 78

**17 Finance Department**

- 17.1 FND-016-17 Financial Update as at September 30, 2017 Page 82

**18 Solicitor's Department**

No Reports

**19 Chief Administrative Office**

No Reports

**20 New Business – Consideration****21 Unfinished Business**

- 21.1 Request to Amend the Responsible Pet Owners' By-law 2013-024, Regarding Leash Free Area [Tabled from the October 10, 2107 Council Meeting]

**22 Confidential Reports**

No Reports

**23 Adjournment**

Minutes of a meeting of the General Government Committee held on Monday, October 16, 2017 at 9:30 AM in the Council Chambers.

Present Were: Mayor A. Foster, Councillor S. Cooke, Councillor R. Hooper, Councillor J. Neal attended the meeting until 11:30 AM, Councillor W. Partner, and Councillor W. Woo

Regrets: Councillor Traill

Staff Present: A. Allison, R. Maciver, T. Cannella, J. Caruana, F. Horvath, M. Marano, N. Taylor, G. Weir, B. Genosko, J. Gallagher, S. Gray

## **1 Call to Order**

Mayor Foster called the meeting to order at 9:30 AM.

## **2 New Business – Introduction**

Councillor Partner asked that a new business items, regarding the Tree By-law and the Orono Gun Club, be added to the New Business – Consideration section of the agenda.

## **3 Adopt the Agenda**

Resolution #GG-427-17

Moved by Councillor Cooke, seconded by Councillor Partner

That the Agenda be adopted as presented, with the addition of the new business items regarding the Tree By-law and the Orono Gun Club.

Carried

## **4 Declaration of Interest**

There were no declarations of interest stated at this meeting.

## **5 Announcements**

Members of Committee announced upcoming community events and matters of community interest.

## 6 Adoption of Minutes of Previous Meeting

Resolution #GG-428-17

Moved by Councillor Woo, seconded by Councillor Hooper

That the minutes of the regular meeting of the General Government Committee meeting held on September 25, 2017, be approved.

Carried

Councillor Woo chaired this portion of the meeting.

## 7 Public Meeting

### 7.1 Building Permit and Inspection Fee Amendments and New Building By-Law

Andrew Mirabella, Senior Consultant, Hemson Consulting Ltd. made a verbal presentation to accompany an electronic presentation. Mr. Mirabella thanked staff for their time and commitment put into this study. He reviewed the background and overall study objectives, provided an overview of the legislative framework, and explained the cost recovery analysis and implementation options. Mr. Mirabella stated that the Municipality undertook a review of its building permit fees in 2011, and that the study would be reviewed on a 5 year cycle. He identified that the purpose of this study is to undertake an updated review of a full cost of service analysis specifically related to the Building Code services. Mr. Mirabella outlined the study parameters, which is an analysis based approach on a 5 year time period starting in 2017-2021. He explained that the process would be an activity based costing approach used under the Building Code Act to process the permits. Mr. Mirabella outlined the costing of both the direct and indirect costs. He stated that, as part of the study, they compared the current fees and the proposed fees with surrounding municipalities as a benchmark. He provided an overview of the total costs for the study and gave a breakdown of annual costs providing Building Code services as \$2.35 million. Mr. Mirabella defined the revenue analysis on a five year cost recovery basis from 2017-2021. He stated that the total average annual revenue would be \$2.32 million. Mr. Mirabella identified that the Municipality can justify increasing current fee rates by 1.30% as the proposed rates are competitive with surrounding jurisdictions. He mentioned that a consultation session was held with the building community in late September. Mr. Mirabella proposed that the fee schedule if approved at the October 30, 2017 Council meeting and adopted come into effect on October 31, 2017.

## 8 Delegations

No Delegations

## 9 Communications - Receive for Information

9.1 Minutes of the Newcastle Village Community Hall Board dated June 20, 2017

9.2 Minutes of the Orono Business Improvement Area dated September 14, 2017

9.3 Minutes of the Tyrone Community Centre dated August 16, 2017 and September 20, 2017

9.4 Minutes of the Kawartha Conservation Authority dated July 26, 2017

9.5 Minutes of the Ganaraska Region Conservation Authority dated September 21, 2017

9.6 Jasmin Ralph, Clerk, Township of Montague - Ontario's Wildlife Damage Compensation Program

Resolution #GG-429-17

Moved by Councillor Woo, seconded by Councillor Cooke

That the Communication Items 9.1 to 9.6, be received for information.

Carried

## 10 Communications – Direction

Resolution #GG-430-17

Moved by Councillor Cooke, seconded by Councillor Hooper

That the Communication Items 10.1 to 10.5, be received on consent with the exception of Communication Items 10.3 and 10.4

Carried

### **10.1 Gabriel Medel-Carratala, Design-Build Director, Blackbird Constructors 407 General Partnership – Highway 407 East Phase 2 Noise By-law Exemption Request**

That Communication Item 10.1, Gabriel Medel-Carratala, Design-Build Director, Blackbird Constructors 407 General Partnership – Highway 407 East Phase 2 Noise By-law Exemption Request, an exemption to the Municipality's Noise By-law 2007-071 for work along the future Highway 418 from north of Highway 2 to Highway 401 from October 31, 2017 to December 20, 2017, be approved.

**10.2 Stephanie Paparella, Legislative Coordinator, Office of the City Clerk, City of Hamilton – Assessment Act Amendments – Providing a Property Tax Exemption to Non-Profit Long-term Care Homes**

That the Communication Item 10.2, Stephanie Paparella, Legislative Coordinator, Office of the City Clerk, City of Hamilton – Assessment Act Amendments – Providing a Property Tax Exemption to Non-Profit Long-term Care Homes, be endorsed.

**10.5 Willie Woo, Chair, Newcastle Village Community Hall Board of Clarington – Request to Endorse Resolution of the Newcastle Village Community Hall Board**

That Communication Item 10.5, Willie Woo, Chair, Newcastle Village Community Hall Board of Clarington – Request to Endorse Resolution of the Newcastle Village Community Hall Board, be endorsed.

Resolution #GG-431-17

Moved by Councillor Neal, seconded by Councillor Woo

That the Communication Items 10.3 to 10.4, be received.

Carried

**10.3 Roger Anderson, Regional Chair and CEO, Regional Municipality of Durham – Regarding Closure of the CBSA Outports and Postal Operations Office 1200 Airport Boulevard, Oshawa**

That the Communication Item 10.3, Roger Anderson, Regional Chair and CEO, Regional Municipality of Durham – Regarding Closure of the CBSA Outports and Postal Operations Office 1200 Airport Boulevard, Oshawa, be endorsed.

**10.4 Mayor John Henry, City of Oshawa – Regarding Proposed Removal of Canadian Border Services Agency (CBSA) Services from the Oshawa Executive Airport**

That the Communication Item 10.4, Mayor John Henry, City of Oshawa – Regarding Proposed Removal of Canadian Border Services Agency (CBSA) Services from the Oshawa Executive Airport, be endorsed.



## 11 Presentations

### 11.1 Andrew Mirabella, Consultant, Hemson Consulting Ltd., Regarding Report EGD-020-17 Building Permit and Inspection Fee Amendments and New Building By-Law

Presentation by Andrew Mirabella, Consultant, Hemson Consulting Ltd., Regarding Report EGD-020-17 Building Permit and Inspection Fee Amendments and New Building By-Law was considered earlier in the meeting during the Public Meeting portion of the agenda.

Councillor Woo chaired this portion of the meeting.

## 12 Engineering Services Department

### 12.1 EGD-020-17 Building Permit and Inspection Fee Amendments and New Building By-Law

Resolution #GG-432-17

Moved by Councillor Partner, seconded by Councillor Hooper

That Report EGD-020-17 be received;

That the Building By-Law be revised to reflect the changes noted with Report EGD-020 17;

That the building permit fee and inspection fee structure as detailed in the new Building By-Law be approved;

That the revised Building By-Law be approved as effective October 31, 2017; and

That the Building By-Law, attached to Report EGD-020-17, be recommended to Council for approval to rescind and replace By-Law 2011-036, as amended.

Carried  
Later in the Meeting

## **Suspend the Rules**

Resolution #GG-433-17

Moved by Councillor Neal, seconded by Councillor Cooke

That the Rules of Procedure be suspended to allow Members of Committee to speak to the matter of the foregoing Resolution #GG-432-17 a second time.

Carried

The foregoing Resolution #GG-432-17 was then put to a vote and carried.

Councillor Partner chaired this portion of the meeting.

## **13 Operations Department**

13.1 OPD-009-17 Update on the Removal of Emerald Ash Borer (EAB) Infested Trees in Clarington

Resolution #GG-434-17

Moved by Councillor Woo, seconded by Councillor Hooper

That Report OPD-009-17 be received for information.

Carried

Mayor Foster chaired this portion of the meeting.

## **Alter the Agenda**

Resolution #GG-435-17

Moved by Councillor Partner, seconded by Councillor Woo

That the Agenda be altered to consider Report FND-015-17, 2017/2018 Insurance Program, at this time.

Carried

## **18 Finance Department**

18.1 FND-015-17 2017/2018 Insurance Program

Resolution #GG-436-17

Moved by Councillor Hooper, seconded by Councillor Partner

That Report FND-015-17 be received;

That the general insurance placement, in conjunction with the other member municipalities of the Durham Municipal Insurance Pool, with the Frank Cowan Company for an integrated pooling arrangement that includes integrated insurance coverages and common self-retention deductible levels for the period July 1, 2017 to June 30, 2018, at an approximate cost to Clarington of \$900,653 be confirmed;

That Clarington's share of the \$4.2 million surplus funds, amounting to \$544,740 be utilized for risk management and claims prevention projects as identified; and

That the purchase of cyber liability coverage through the Frank Cowan Company at a cost of \$21,600 be confirmed.

Carried

## **19 Emergency and Fire Services Department**

No Reports for this section of the Agenda.

## **20 Community Services Department**

No Reports for this section of the Agenda.

## **21 Municipal Clerk's Department**

21.1 CLD-016-17 Clarington's 2018 Municipal Elections - Various Matters for Information

Resolution #GG-437-17

Moved by Councillor Neal, seconded by Councillor Hooper

That Report CLD-016-17 be received for information.

Carried

Councillor Neal left the meeting at 11:30 AM.

## **22 Corporate Services Department**

### **22.1 COD-018-17 RFP2017-6 Robinson Creek and Tooley Creek Subwatershed Study**

Resolution #GG-438-17

Moved by Councillor Woo, seconded by Councillor Partner

That Report COD-018-17 be received;

That the proposal received from Aqua for Beech Limited being the most responsive bidder meeting all terms, conditions and specifications of RFP2017-6 and subject to a satisfactory reference check, be awarded the contract for the provision of Robinson Creek and Tooley Creek Subwatershed Study, subject to receipt of funding from the South East Courtice Landowners Group;

That the funds required in the amount of \$ 350,329.15 (net HST Rebate) be drawn from the following accounts:

Planning Administration -Consulting # 100-50-130-00000-7160 \$175,164.58

Developer Contributions # 100-21-130-00000-1010 \$175,164.57

That all interested parties listed in Report COD-018-17 and any registered interested parties will be advised of Council's decision regarding the award by the Corporate Services Department.

Carried

## **23 Finance Department**

### **23.1 FND-015-17 2017/2018 Insurance Program**

Report FND-015-17, 2017/2018 Insurance Program was considered earlier in the meeting.

## **24 Solicitor's Department**

No Reports for this section of the Agenda.

## **25 Chief Administrative Office**

No Reports for this section of the Agenda.

## 26 New Business – Consideration

### 26.1 Orono Fish and Hunt Club

New business Item, Orono Fish and Hunt Club was considered earlier in the meeting during the “Questions to the Director section” under the Municipal Clerk’s Department portion of the agenda. No resolution was put forward.

### 26.2 Tree By-law

Resolution #GG-439-17

Moved by Councillor Partner, seconded by Councillor Woo

That staff be directed to prepare a report, for consideration at the November 27, 2017 General Government Committee meeting, on possible amendments to Clarington’s Tree By-law 97-35 to regulate the protection of individual trees.

Carried

## 27 Unfinished Business

## 28 Confidential Reports

There were no items considered under this section of the Agenda.

## 29 Adjournment

Resolution #GG-440-17

Moved by Councillor Partner, seconded by Councillor Woo

That the meeting adjourn at 11:44 AM

Carried

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Mayor

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Deputy Clerk

CENTRAL LAKE ONTARIO CONSERVATION AUTHORITY

**MINUTES NO. 7**  
**AUTHORITY MEETING**  
Tuesday, October 17, 2017 - 5:00 P.M.

MEETING LOCATION: 100 WHITING AVENUE, OSHAWA  
AUTHORITY'S ADMINISTRATIVE OFFICE, BOARDROOM

Present: Don Mitchell, Chair  
Bob Chapman, Vice Chair  
John Aker  
Shaun Collier  
Joe Drumm  
Adrian Foster  
Derrick Gleed  
Ron Hooper  
Joe Neal  
John Neal  
Gerri Lynn O'Connor  
David Pickles  
Nester Pidwerbecki  
Tom Rowett

C. Darling, Chief Administrative Officer  
B. Boardman, Administrative Assistant/Recording Secretary  
H. Brooks, Director, Watershed Planning & Natural Heritage  
R. Catulli, Director, Corporate Services  
C. Jones, Director, Planning & Regulations  
P. Sisson, Director, Engineering & Field Operations  
R. Wilmot, GIS Systems Supervisor

Absent: Elizabeth Roy



The Chair called the meeting to order at 5:27 p.m.

**DECLARATIONS** of interest by members on any matters herein contained - NONE

**ADOPTION OF MINUTES**

Res. #71 Moved by D. Pickles  
Seconded by T. Rowett

***THAT the Authority minutes of September 19, 2017 be adopted as circulated.***  
**CARRIED**

Cont'd

**DIRECTOR, DEVELOPMENT REVIEW & REGULATION**

- (1) Staff Report #5540-17 (Agenda pg. 1)  
Re: Permits Issued for Development, Interference with Wetlands and Alteration to Shorelines and Watercourses – September 1 to 30, 2017

Res. #72 Moved by J. Aker  
Seconded by B. Chapman

***THAT Staff Report #5540-17 be received for information.  
CARRIED***

**DIRECTOR, WATERSHED PLANNING & NATURAL HERITAGE**

- (1) Staff Report ##5541-17 (Agenda pg. 3)  
Re: Commenting on Province's Proposed Regional Natural Heritage System and Agricultural System: EBR No. 013-1014 & EBR No. 013-0968

Res. #73 Moved by R. Hooper  
Seconded by T. Rowett

***THAT Staff Report 5541-17 be received;  
THAT Central Lake Ontario Conservation Authority Comments on Draft Criteria, Methods and Mapping of the Proposed Regional Natural Heritage System for The Growth Plan for the Greater Golden Horseshoe, 2017 Environmental Bill of Rights Posting No. 013-1014 dated October 3, 2017 be endorsed; and  
THAT Central Lake Ontario Conservation Authority Comments on Draft Agricultural System Mapping and Proposed Implementation Procedures Environmental Bill of Rights Posting No. 013-0968 dated October 3, 2017 be endorsed  
CARRIED***

- (2) Staff Report ##5542-17 (Agenda pg. 19 – Presentation attached as Schedule H-1 to H-5)  
Re: Ecological Services – Valuing natural areas within CLOCA

Res. #74 Moved by A. Foster  
Seconded by B. Chapman

***THAT Staff Report 5542-17 be received for information; and,  
THAT Ecological Services Action Plan attached to this report be approved  
CARRIED***

**DIRECTOR, ENGINEERING & FIELD OPERATIONS**

(1) Staff Report ##5544-17 (Agenda pg. 38)  
Re: LiDAR Mapping Acquisition - National Disaster Mitigation Program Application

Res. #75 Moved by N. Pidwerbecki  
Seconded by G.L. O'Connor

*THAT Staff Report #5544-17 be received for information; and,  
THAT the Board of Directors endorse the submission of a funding proposal to the National Disaster Mitigation Program for LiDAR topographic mapping for the western portion of the Central Lake Ontario Conservation Authority watershed, in partnership with our local and regional municipalities.*

**CARRIED**

**DIRECTOR, CORPORATE SERVICES**

(1) Staff Report ##5543-17 (Agenda pg. 48)  
Re: Open Information and Data Policy

Res. #76 Moved by T. Rowett  
Seconded by S. Collier

*THAT Staff Report #5543-17 be received for information;  
THAT the Open Information and Data Policy be endorsed; and,  
THAT this policy be reviewed by management on an annual basis.*

**CARRIED**

**ADJOURNMENT**

Res. #77 Moved by A. Foster  
Seconded by John Neal

*THAT the meeting adjourn.*

**CARRIED**

The meeting adjourned at 5:54 p.m.

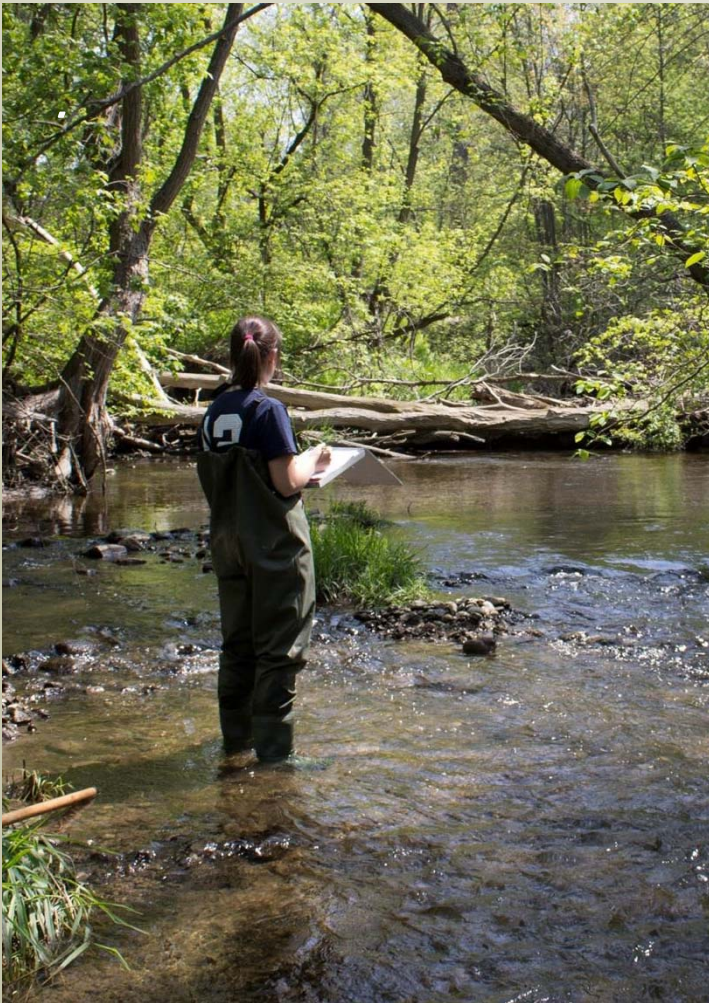


# Ecological Services: Valuing Natural Areas within CLOCA

*Healthy  
watersheds  
for today and  
tomorrow*



# Background



- Watershed Management Plan Recommendation: to gain an understanding of the economic services that natural features in CLOCA's watersheds provide and to use this information to build residents awareness about the social and economic value of natural areas through a communication campaign.
- Conducted in-house using the David Suzuki Foundation 2008 report "*Ontario's Wealth, Canada's Future: Appreciating the Value of the Greenbelt's Eco-Services*" (Greenbelt Report)

# What are Ecological Goods and Services?



- Ecological Goods and Services:
- Goods = timber
- Services = oxygen produced by forests that people breathe in
  
- Using the Greenbelt Report CLOCA calculated monetary values for the ecological SERVICES provided by forests, wetlands, successional habitats and rivers in CLOCA's watersheds

# What are Ecological Services?



- Forests and Successional Habitats:
  - Air quality
  - Climate regulation (carbon stored and carbon uptake)
  - Water quality and quantity
  - Soil formation, pollination, recreation and others
- Wetlands:
  - Climate regulation
  - Water quality and quantity
  - Waste treatment
  - Habitat
  - Recreation

## Findings CLOCA Jurisdiction



- **Forests = \$36.2 million/yr**
- **Wetlands = \$85.3 million/yr**
- **Successional = \$7.5 million/yr**
- **River = \$0.3 million/yr**
  
- **TOTAL - \$128.9 million/yr**

It is important to understand how valuable CLOCA's natural areas are for maintaining personal and community health and well-being.

In 2018, CLOCA will develop a series of communication products aimed at raising awareness about how natural areas benefit people.

**GANARASKA REGION CONSERVATION AUTHORITY**

**MINUTES OF THE FULL AUTHORITY**

**October 19, 2017**

**FA 06/17**

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**1. Welcome and Call to Order**

The Chair called the Full Authority meeting to order at 7:15 p.m.

**MEMBERS PRESENT:** Forrest Rowden, Chair - Town of Cobourg  
Wendy Partner, Vice-Chair - Municipality of Clarington  
Raymond Bennis - Township of Alnwick/Haldimand  
Mark Lovshin - Township of Hamilton  
John Fallis - Township of Cavan Monaghan  
Brian Darling - Town of Cobourg  
Heather Stauble - City of Kawartha Lakes  
Louise Ferrie-Blecher - Municipality of Port Hope

**ALSO PRESENT:** Linda Laliberte, CAO/Secretary-Treasurer  
Mark Peacock, Director of Watershed Services  
Greg Wells, Manager, Planning & Regulations

**ABSENT WITH REGRETS:** Jeff Lees - Municipality of Port Hope  
Willie Woo - Municipality of Clarington

**ALSO ABSENT:**

**2. Disclosure of Pecuniary Interest**

None

**3. Minutes of Last Meeting**

**FA 37/17**

**MOVED BY:** John Fallis

**SECONDED BY:** Mark Lovshin

**THAT** the Full Authority approve the minutes of the September 21, 2017 meeting.  
**CARRIED.**

#### 4. Adoption of the Agenda

One additional item was added to the agenda under Other Business

11. a) Town of Cobourg Proposal to Complete Capital Works within the Cobourg Conservation Area

#### **FA 38/17**

**MOVED BY:** Wendy Partner

**SECONDED BY:** Louise Ferrie-Blecher

**THAT** the Full Authority adopt the agenda as amended.

**CARRIED.**

#### 5. Delegations

None

#### 6. Presentations

None

#### 7. Business Arising from Minutes

a) 2018 Preliminary Budget and Municipality Levy

#### **FA 39/17**

**MOVED BY:** Mark Lovshin

**SECONDED BY:** Brian Darling

**THAT** the Full Authority receive the 2018 Preliminary Budget for information and,

**FURTHER THAT** the budget be forwarded to the watershed municipalities, indicating in the cover letter, that the vote to approve the 2018 levy will be taken at the November 2017 Full Authority meeting.

**CARRIED.**

#### 8. Correspondence

None

#### 9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

#### **FA 40/17**

**MOVED BY:** Wendy Partner

**SECONDED BY:** Brian Darling

**THAT** the Full Authority receive the permits for information.

**CARRIED.**

Permit Application require Full Authority discussion:

None

10. Committee Reports:

None

11. New Business:

a) Town of Cobourg Proposal to Complete Capital Works within the Cobourg Conservation Area

**FA 41/17**

**MOVED BY:** Mark Lovshin

**SECONDED BY:** Ray Bennis

**THAT** the Full Authority approve the proposed works subject to final plans being acceptable to staff.

**CARRIED**

12. Other Business

None

13. In Camera

**FA 42/17**

**MOVED BY:** Brian Darling

**SECONDED BY:** Ray Bennis

**THAT** the Full Authority move in camera.

**CARRIED.**

**FA 43/17**

**MOVED BY:** Brian Darling

**SECONDED BY:** Heather Stauble

**THAT** the Full Authority move out of camera.

**CARRIED.**

Ray Bennis alerted the Board members on a scam that is targeting municipalities suggesting that monies be set aside for emergency fund.

14. Adjourn

The meeting adjourned at 8:15 p.m. on a motion by Mark Lovshin.

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**CAO/SECRETARY-TREASURER**





October 12, 2017

Ms. A. Greentree  
Clerk  
Municipality of Clarington  
40 Temperance Street  
Bowmanville, ON L1C 3A6

The Regional  
Municipality  
of Durham

Corporate Services  
Department  
Legislative Services

605 ROSSLAND ROAD EAST  
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CANADA

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Fax: 905-668-9963

durham.ca

**Don Beaton, B.A.S., M.P.A.**  
Commissioner of  
Corporate Services

**RE: Cannabis Legislation Bill C-45; Bill C-46**  
**Our File: C02**

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Please be advised that Committee of the Whole of Regional Council considered the above matter and at a meeting held on October 11, 2017, Council adopted the following recommendations of the Committee:

- "A) That the Region of Durham work with all lower tier municipalities to create a single by-law related to recreational cannabis; and
- B) That staff report back on the ability to create a surtax, of an equivalent amount to senior governments, on the products being sold in licensed facilities located within the Region of Durham to assist our Health, Social and Police services to offset the education and safety costs related to the use of cannabis."

Ralph Walton,  
Regional Clerk/Director of Legislative Services

RW/np

- c. R.J. Kyle, Commissioner and Medical Officer of Health
- H. Drouin, Commissioner of Social Services
- J. Hunt, Director, Corporate Services - Legal Services
- Chief P. Martin, Durham Regional Police Services

If this information is required in an accessible format, please contact  
1-800-372-1102 ext. 2009.

"Service Excellence  
for our Communities"

## Community Services Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee

**Date of Meeting:** November 6, 2017

**Report Number:** CSD-009-17      **Resolution:**

**File Number:**      **By-law Number:**

**Report Subject:** **2018 Community Event Sponsorship Requests - Fall Intake**

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### Recommendations:

1. That Report CSD-009-17 be received;
2. That Council consider all submitted sponsorship requests and;
3. That all interested parties listed in Report CSD-009-17 and any delegations be advised of Council's decision by the Department.

## Report Overview

The purpose of this report is to provide Council with a summary of the 2018 Community Event Sponsorship – Fall Intake applicants in order to make decisions about awarding funding.

### 1. Background

The Community Event Sponsorship Program is an opportunity for Council to recognize and support events in our community that promote engagement and foster civic pride.

The Program is intended to provide financial assistance to community organizations or groups of residents offering event based activities; one-off occurrences that are planned in order to promote, to raise awareness or provide an opportunity for community gathering. Funds are awarded by Council through an application process on a semi-annual basis.

The applications presented in this report were accepted through the Fall Intake for events occurring January 1 to June 30, 2018 inclusive. Applications were received until October 1, 2017.

The Community Event Sponsorship Program outlines eligibility for the program. Applications have been reviewed to ensure they meet the funding criteria.

Individual requests through the Community Event Sponsorship Program may not exceed \$2,000.00 per application.

Please note the budget for the 2018 Community Event Sponsorship Program has not yet been approved. However, when this program was developed, it was approved that the first half of the sponsorship program would be allocated at the fall intake, in the previous year.

Traditionally, this account has been approved at \$35,000.00 annually. Based on two intakes per year, there will be \$17,500.00 available for allocation at this time.

Eight sponsorship applications totalling \$11,820.00 have been received for review and consideration.

## 2. Application Process

All eligible applications received have been recorded in the 2018 Master List of Sponsorship Applicants (Attachment 1), providing Council with an overview of applicants requesting funding.

Each application is also presented on a summary sheet (Attachment 2) numbered from S18-01 to S18-08. The summaries provide a description of the events requesting sponsorship, the recognition opportunities to be received through sponsorship, a three year history of sponsorship and a financial summary of the event to assist Council in their decision making.

Organizations and groups that submitted incomplete applications were contacted and staff worked with them to provide as much of the outstanding information as possible.

This application period will cover events occurring January 1 to June 30, 2018. Applications for events occurring July 1 to December 31, 2018 will be accepted until April 1, 2018.

## 3. Concurrence

Not Applicable

## 4. Conclusion

The Community Event Sponsorship Program is intended to provide an opportunity for Council to assist groups and organizations in offering special events that benefit the residents of Clarington. Such activities and events serve to bring community members together, connect our neighbours and foster pride in Clarington.

## 5. Strategic Plan Application

The recommendations contained in this report conform to the Strategic Plan.



Submitted by:

Joseph P. Caruana,  
Director of Community Services



Reviewed by:

Andrew C. Allison, B. Comm, LL.B  
CAO

Staff Contact: Erica Mittag, Community Development Coordinator, 905-623-3379 ext 2563 or emittag@clarington.net

Attachment 1: 2018 Master List of Sponsorship Applicants

Attachment 2: Community Event Sponsorship Requests

List of interested parties to be notified of Council's decision is on file in the Community Services Department.

Appl. #	Organization	First Name	Last Name	2017 Sponsorship	2018 Request	Comments	2018 Sponsorship	Running Balance
								\$17,500.00
S01-18	Durham Multifaith World Religion Day Committee	Niels	Hodsman	\$0.00	\$760.00			
S02-18	Canadian Cancer Society	Margaret	Tweedle	\$0.00	\$2,000.00			
S03-18	Autism Home Base Durham Inc.	Judy	Mead	\$0.00	\$1,500.00			
S04-18	Heart and Stroke Foundation	Angela	Brown	\$0.00	\$760.00			
S05-18	Big Brothers Big Sisters of Clarington	Darlene	Brown	\$2,000.00	\$2,000.00			
S06-18	Rotary Club of Courtice	Shannon	Lavigne	\$0.00	\$2,000.00			
S07-18	Architectural Conservancy of Ontario Clarington Branch	Scott	Story	\$2,000.00	\$2,000.00			
S08-18	Newcastle Art Show Inc., (A Gift of Art)	Ann-marie	Harley	\$1,000.00	\$800.00	Received funding in 2017 for 10th Annual Newcastle's Artists and Artisans Show		

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Durham Multifaith World Religion Day Committee

**Application #:** S01-18

**Date Received:** March 30, 2017

**Contact Name:** Niels Hodsman

**Event Information**

Event Name:	World Religion Day
Event Date:	January 21, 2018
Event Location:	Garnet B. Rickard Recreation Complex 2440 Highway 2, Bowmanville
Anticipated Attendance:	200
Admission Cost:	\$0
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Logo recognition on promotional material</li> <li>• Verbal recognition at event</li> </ul>

**Description of the event that the funding will be used for:**

The Durham Multifaith World Religion Day Committee hopes to increase a cross-cultural understanding, strengthen our community's commitment to mutual respect for each other and contribute to the maintenance of harmony and order in the Durham Region through offering a celebration of World Religion Day. The theme of the celebration is "The Cultural and Societal Impact of Mind, Body & Spirit." The requested funds would offset the facility rental fee at the Garnet B. Rickard Recreation Complex.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 200.00
Expenses	\$ 974.05
Net	( \$ 774.05 )

**Organization Funding History**

<b>2016 Received</b>	<b>2017 Received</b>	<b>2018 Request</b>
\$ 0.00	\$ 0.00	\$ 760.00
Did not apply		World Religion Day

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Canadian Cancer Society

**Application #:** S02-18

**Date Received:** August 14, 2017

**Contact Name:** Margaret Tweedle

**Event Information**

Event Name:	Relay for Life Clarington
Event Date:	June 23, 2018
Event Location:	Clarington Central Secondary School 200 Clarington Blvd, Bowmanville
Anticipated Attendance:	400
Admission Cost:	\$15.00/participant
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Logo / name on event banner, program and event signage</li> <li>• Verbal recognition at event Opening Ceremony</li> </ul>

**Description of the event that the funding will be used for:**

The Canadian Cancer Society is hosting their annual Relay for Life Clarington event which is an eight hour fundraising activity for all ages to raise money for the Canadian Cancer Society. A portion of the requested funds would be used to offset the cost of the Municipality's mobile stage rental fee.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 79,250.00
Expenses	\$ 79,250.00
Net	\$ 0.00

**Organization Funding History**

<b>2016 Received</b>	<b>2017 Received</b>	<b>2018 Request</b>
\$ 0.00	\$ 0.00	\$ 2,000.00
Did not apply		Relay for Life Clarington



**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Autism Home Based Durham Inc.

**Application #:** S03-18

**Date Received:** September 20, 2017

**Contact Name:** Judy Mead

**Event Information**

Event Name:	Sunday Cinema and Supper Fundraiser
Event Date:	April 1, 2018
Event Location:	Newcastle Community Hall 20 King Ave W, Newcastle
Anticipated Attendance:	150
Admission Cost:	\$40.00/person
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• 2 event tickets</li> <li>• Logo displayed on table card signage and presentation screens</li> <li>• Logo displayed on website (with hyperlink)</li> <li>• Certificate of appreciation</li> </ul>

**Description of the event that the funding will be used for:**

The 2<sup>nd</sup> Annual Sunday Cinema and Supper Fundraiser hosted by Autism Home Base Durham is a family friendly matinee followed by a casual dinner with Silent Auction. The event coincides with Autism Awareness Day.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 12,200.00
Expenses	\$ 7,545.00
Net	\$ 4,655.00

**Organization Funding History**

2016 Received	2017 Received	2018 Request
\$ 0.00	\$ 0.00	\$ 1,500.00
Did not apply		Sunday Cinema and Supper Fundraiser

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Heart and Stroke Foundation

**Application #:** S04-18

**Date Received:** September 28, 2017

**Contact Name:** Angela Brown

**Event Information**

Event Name:	Heart Rally
Event Date:	January 10, 2018
Event Location:	Garnet B. Rickard Recreation Complex 2440 Highway 2, Bowmanville
Anticipated Attendance:	200
Admission Cost:	FREE
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Recognition on social media</li> <li>• Event coverage and recognition through local, regional and national media outlets (radio, television, print)</li> <li>• Verbal recognition at the event</li> </ul>

**Description of the event that the funding will be used for:**

The Heart & Stroke Foundation is hosting a Heart Rally where Clarington residents and those from the surrounding area will be invited to hear from one of their researchers to promote February's Heart Month. For more than 55 years, Clarington residents have been participating in Heart Month and currently has more than 200 Heart Month supporters raising over \$20,000.00 annually. The requested funds will be used to cover the cost of the facility rental fee at the Garnet B. Rickard Recreation Complex.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 850.00
Expenses	\$ 1,610.60
Net	( \$ 760.60 )

**Organization Funding History**

<b>2016 Received</b>	<b>2017 Received</b>	<b>2018 Request</b>
\$ 0.00	\$ 0.00	\$ 760.00
Did not apply		Heart Rally

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Big Brothers Big Sisters of Clarington

**Application #:** S05-18

**Date Received:** September 29, 2017

**Contact Name:** Darlene Brown

**Event Information**

Event Name:	Spring Food, Wine and Beer Festival
Event Date:	June 2, 2018
Event Location:	Newcastle Community Hall 20 King Ave W, Newcastle
Anticipated Attendance:	400
Admission Cost:	\$10/person
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Recognized as premier sponsor on website and social media</li> <li>• Highlighted on all event posters, promotional material and signs</li> <li>• Event day recognition at the venue</li> <li>• Complimentary event tickets</li> </ul>

**Description of the event that the funding will be used for:**

The Spring Food, Wine and Beer Festival highlights local cuisine, wines and craft beer while at the same time raising much needed funds for the Big Brothers Big Sisters of Clarington's children's mentoring programs.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 16,300.00
Expenses	\$ 5,300.00
Net	\$ 11,000.00

**Organization Funding History**

2016 Received	2017 Received	2018 Request
\$ 500.00	\$ 2,000.00	\$ 2,000.00
Spring Food, Wine and Beer Festival		

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Rotary Club of Courtice

**Application #:** S06-18

**Date Received:** October 1, 2017

**Contact Name:** Shannon Lavigne

**Event Information**

Event Name:	An Evening to End Stigma – A Mental Health Fundraiser
Event Date:	April 28, 2018
Event Location:	Garnet B. Rickard Recreation Complex 2440 Highway 2, Bowmanville
Anticipated Attendance:	150
Admission Cost:	\$75/ticket
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Recognition on Rotary Club of Courtice website and Facebook page</li> <li>• Recognition in Event Program</li> <li>• Complimentary event tickets</li> <li>• Recognition on event posters and signage at event</li> <li>• Acknowledgement at event by Club President</li> </ul>

**Description of the event that the funding will be used for:**

The Evening to End Stigma – A Mental Health Fundraiser is a gala evening celebrating our youth and community leaders. Awards will be handed out based on work done in the community to enhance the lives of children, youth and adults. This fundraiser is aimed at providing education and raising funds for local mental health charities. A portion of the requested funds would be used to offset the facility rental fee of the Garnet B. Rickard Recreation Complex.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 16,250.00
Expenses	\$ 19,287.04
Net	(\$ 3,037.04)

**Organization Funding History**

<b>2016 Received</b>	<b>2017 Received</b>	<b>2018 Request</b>
\$ 500.00	\$ 0.00	\$ 2,000.00
Youth & Community Leaders Dinner and Auction	Did not apply	An Evening to End Stigma – A Mental Health Fundraiser

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Architectural Conservancy of Ontario – Clarington Branch

**Application #:** S07-18

**Date Received:** September 30, 2017

**Contact Name:** Scott Story

**Event Information**

Event Name:	Doors Open Clarington
Event Date:	June 9, 2018
Event Location:	Newtonville and Port Granby (various locations)
Anticipated Attendance:	6,000
Admission Cost:	FREE
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Public recognition through advertising in print and at the event</li> </ul>

**Description of the event that the funding will be used for:**

The Architectural Conservancy of Ontario – Clarington Branch is hosting Doors Open Clarington to publicly showcase points of interest in Clarington through awareness of history, agriculture and architecture. In 2018, the event will visit sites in Newtonville and Port Granby.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 5,500.00
Expenses	\$ 8,500.00
Net	( \$ 3,000.00 )

**Organization Funding History**

<b>2016 Received</b>	<b>2017 Received</b>	<b>2018 Request</b>
\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
Doors Open Clarington *Funding received through the Community Grant Program	Doors Open Clarington	

**Municipality of Clarington  
Community Services Department**

**Summary of Community Event Sponsorship Information**

**Applicant / Organization:** Newcastle Art Show Inc., (A Gift of Art)

**Application #:** S08-18

**Date Received:** September 30, 2017

**Contact Name:** Ann-marie Harley

**Event Information**

Event Name:	Easter Scavenger Hunt
Event Date:	March 31, 2018
Event Location:	Downtown Newcastle BIA
Anticipated Attendance:	300 children; 600 adults
Admission Cost:	FREE
Sponsorship Benefits	<ul style="list-style-type: none"> <li>• Clarington logo included on bottom of all scavenger hunt sheets</li> <li>• Recognition in all event promotion</li> </ul>

**Description of the event that the funding will be used for:**

Armed with a scavenger hunt, children will visit local participating businesses in downtown Newcastle to attempt to answer the scavenger hunt questions. Some businesses include a special challenge or Easter Egg Hunt on site for added fun. The day will culminate with awarding of a prize.

**Event Financial Summary:**

	<b>2018</b>
Revenue	\$ 800.00
Expenses	\$ 800.00
Net	\$ 0.00

**Organization Funding History**

<b>2016 Received</b>	<b>2017 Received</b>	<b>2018 Request</b>
\$ 0.00	\$ 1,000.00	\$ 800.00
Did not apply	10 <sup>th</sup> Annual Newcastle's Artist and Artisans Show	Easter Scavenger Hunt

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee

**Date of Meeting:** November 6, 2017

**Report Number:** CLD-020-17      **Resolution:**

**File Number:**      **By-law Number:**

**Report Subject:** **Clarington's 2018 Municipal Elections - Accessibility Plan**

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### **Recommendation:**

1. That Report CLD-020-17 be received for information.

## Report Overview

This Report is intended to provide information for Council regarding Clarington's 2018 Municipal Elections, specifically as it pertains to initiatives to be incorporated into the electoral process to provide for greater accessibility and inclusiveness for Clarington electors.

### 1. Background

In the fall of 2016, Council received Report CLD-032-16, which outlined the changes to the *Municipal Elections Act, 1996* (MEA). One of the changes was that, in addition to mandatory reporting after the election regarding the accessibility features of the election, staff are required to create an accessibility plan prior to the election. The following is an excerpt from the MEA:

12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12.1 (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

There still remains a requirement that, within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

The Act also empowers the clerk to make changes to some or all ballots, as she considers necessary or desirable, to allow electors with visual impairments to vote. Additionally, the Act states that the clerk shall ensure that each voting location is accessible to electors with disabilities.

Staff provide the following report as information only as it will be incorporated within the Clerk's Procedures which must be published prior to December 31, 2017, in accordance with the Act.

Based on 2014 electoral data, we anticipate approximately 64,000 eligible electors in the Municipality of Clarington. According to Statistics Canada, there are approximately 16.6% of Canadians over the age of 15 who have some sort of disability. Therefore we can estimate that 10,624 eligible electors are limited in their abilities, whether it be vision, hearing, mobility, speech, mental health, or learning.

Clarington's 2018 Municipal Elections will be conducted in a similar manner to the 2014 Municipal Elections in that there will be voting locations and traditional paper ballots, which will be counted through the use of vote tabulators.



## 2. Elections Accessibility Plan

To ensure dignity, fairness, integration and equal opportunity for all of our Clarington electors, the Clerk's Department plans to undertake several initiatives. Attachment 1 details these initiatives. You will note that they are very similar to the initiatives reported on following the 2014 Municipal Elections, with the addition of a few new initiatives.

The 2018 main initiatives are highlighted below:

- As in 2014, all voting locations will be physically accessible.
- Electronic audio/tactile voting assistive devices will be provided during all five of our advance voting days.
- At Advanced Voting, braille/tactile templates (which will slip over the ballot) will be available for voters with a vision impairment to vote independently.
- Clarington's election website [www.clarington.net/election](http://www.clarington.net/election) shall be fully accessible including a "Browse Aloud" feature.
- Election Official mandatory training will include Accessible Customer Service content.
- Electors, who are physically incapacitated, or on Voting Day are away from the area or who are working as an Election Official, shall have the opportunity to use the Special Mail-In Ballot method to vote. The Special Mail-in Ballot method will allow eligible voters to mark their ballot at home and mail, or deliver, the ballot to the Clerk's Department.
- An approach to communications, website, etc. that make election information more accessible for all voters. This may include short videos for training election officials, as well as videos that show voters how to find election information.

The Clerk's Department will continue to learn, develop and adjust our approaches to meet the needs of electors with disabilities.

## 3. Feedback

The Municipality of Clarington welcomes feedback to identify areas where changes need to be considered to improve the delivery of an accessible election. This plan is a living document and will continue to undergo changes.

## 4. Concurrence

Not Applicable

## 5. Conclusion

It is respectfully recommended that Report CLD-020-17, regarding the Clarington's 2018 Municipal Elections – Accessibility Plan, be received for information.

## 6. Strategic Plan Application

The recommendations contained in this report conform to the Strategic Plan.

Submitted by:



C. Anne Greentree, BA, CMO  
Municipal Clerk

Reviewed by:



Andrew C. Allison, B. Comm, LL.B  
CAO

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Staff Contact: June Gallagher, Deputy Clerk, 905-623-3379 ext. 2103 or  
jgallagher@clarington.net

Attachment:

Attachment 1 – Clarington's 2018 Elections - Accessibility Plan

## 2018 Election - Accessibility Plan

### Identification of Barriers

1. Accessibility Advisory Committee will review and provide input on our election accessibility initiatives.
2. Update and use an accessibility checklist for election personnel to use when conducting site visits of each voting location. This information is maintained in our electronic elections management software.
3. Assess voting processes and procedures to ensure they meet the needs of the electorate.
4. Communicate with staff from various municipalities throughout Ontario and other parts of Canada to seek input on barriers they have identified.
5. Seek input from Clarington's Accessibility Coordinator.
6. Seek input from the CNIB and other organizations, where applicable, on how to decrease barriers to voting.

### Removal and Prevention of Barriers

#### Communications and Information

1. Ensure communication initiatives and information for candidates and electors are available in alternate formats (hardcopy, website, videos, emailed files, where applicable) free of charge.
2. Post all election information to Municipality's website: [VotesMatter.Clarington.net](http://VotesMatter.Clarington.net). The website is compliant with the World Wide Web Consortium (W3C) Level AA World Content Accessible Guidelines (WCAG) 2.0 and contains a free web page reader to assist individuals who have difficulty reading online (i.e. Browse Aloud). This level of website accessibility incorporates tools and design elements to ensure accessibility. For example, text alternatives for any non-text content will be provided so that the content can be changed into other forms that people may need.

3. Accessible elections information, to be posted on the website in clear simple language, including, but not limited to, the following information:
  - Voting process
  - Voting locations
  - Transit information
  - Parking
  - Special Voting Locations
  - Voting Tools
  - Proxy Voting
  - Special Mail-in Ballots
  - Personal Assistance
  - Distribution of election information in alternative formats
  - Disruption of services
  - Feedback
  - Accessible Elections Policies and Procedures
4. Provide a copy of and links to a “Candidates Guide to Accessible Elections”, produced jointly by the Association of Municipal Managers, Clerks and Treasurers of Ontario and the Province.
5. Solicit feedback on accessibility initiatives through our Election web page and by way of manual form, “Accessibility Feedback Form”, at each of the voting locations.
6. Provide all election officials with accessible customer service training. Training will also include the proper use of accessibility tools available for electors to use to assist with the voting process. In addition, election officials will be trained to provide the correct pronunciation of each candidate’s name when assisting voters as incorrect pronunciation can affect oral understanding for a person with a vision loss.
7. Provide “Customer Service Feedback Forms” at all voting locations.
8. Provide information to candidates and third party advertisers regarding campaign expenses and, in particular, rules affecting candidates/third party advertisers with disabilities.
9. Ensure that note pads and pens are available at all voting locations to assist in communicating with electors who are deaf, deafened, or hard of hearing.
10. Publicize the following communication channels so that an elector with election accessibility concerns can readily contact the Municipal Clerk’s Department Staff:
  - Phone: 905-623-3379 ext. 8683 (VOTE)
  - Email: [ClaringtonMunicipalElection@clarington.net](mailto:ClaringtonMunicipalElection@clarington.net)
  - Fax: 905-623-6506

11. Follow the Canadian National Institute for the Blind (CNIB) [clear print guidelines](#) and [signage guidelines](#) for signs and other print materials. This includes posting signs and materials at eye level and without obstructions (e.g. tables) to allow the person to get closer or use a magnifier.
12. A Voter Notification Card (VNC) will be sent to each household. In addition to other election-related information, such as the date and time of the election, the VNC will inform electors that all voting locations will be accessible as well informing them that assistive devices will be available at the advanced voting opportunities.
13. In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting locations during the advance vote or on voting day, notices of disruption, including information regarding the nature of service, the reason, the expected length of disruption, and alternatives, will be posted in real time:
  - On the Municipality's website
  - On Facebook
  - On Twitter
  - At the site of the disruption
  - At the Municipal Administration Centre located at 40 Temperance Street, Bowmanville

Where applicable, a media advisory will be issued.

### Voting Locations

1. Provide Voting Place Supervisors with list of location-specific instructions to improve accessibility of the location.
2. Continuous Accessibility hourly inspections.
3. Utilize table lifts at each voting location to accommodate the needs of any elector in a scooter or in a higher wheelchair.
4. Provide appropriate signage at voting locations.
5. Ensure a minimum of two designated or reserved parking spaces at each voting location for persons with disabilities.
6. Provide a sufficient number of voting locations throughout the Municipality on Voting Day and during the Advance Voting period to limit travel distances.
7. Public Transportation Access – where possible, voting locations will be selected to provide easy access to public transit stops.

8. Check the access doors frequently to offer assistance and where the entrance to the voting location is not within the immediate vicinity of the voting location, have additional Election Officials assigned to them to provide assistance.
9. Any person with a disability accompanied by a support person or service animal may enter any voting location with his or her support person or service animal, including the voting compartment areas.
10. Ensure that there is adequate lighting, especially in the voting compartment areas.
11. When selecting voting locations, staff will strive to have a seamless process from curb to ballot for voters, with a particular emphasis on the process for voters with a visual or mobility impairment.
12. All presentations (e.g. PowerPoint presentations) will be in conformity with the Municipality of [Clarington's Presentation Guidelines](#).

### Voting

1. Special Mail-in Ballot – where the elector can request a mail-in ballot package.
2. Provide fully accessible voting assistive device (audio/tactile interface) at all five Advance Voting Days – one advanced voting location on each of the five Advance Voting Days.
3. Provide vote anywhere in the Municipality on Advance Voting Days.
4. Per the Act, provide voting opportunities on the premises of:
  - a) an institution in which 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed;
  - b) a retirement home in which 50 or more beds are occupied

In accordance with the requirements of the Act, we will provide on-site voting for the residents of:

- Whitecliffe Terrace Retirement Residence
  - Glen Hill Marnwood
  - Fosterbrooke Long-Term Care Facility
  - Glen Hill Strathaven
  - Seasons Clarington Retirement Community
  - Lakeridge Health Bowmanville
  - Bowmanville Creek Retirement Community
5. In cases where an elector is unable to attend a voting location, the elector may appoint another person to act on their behalf (i.e. proxy voting).

6. Provide magnifying sheets and large print images of ballots at all voting locations.
7. Provide a variety of marking tools (e.g. thick pens, skinny pens, markers, etc.) at all voting locations on Voting Day and on advanced voting days.
8. Ballot/tactile template to be used, as practicable, to assist voters with a visual impairment to assist in marking the ballot.
9. Ballot font size will be a minimum of 12 point font and will be sans serif, in conformance with accessible guidelines.

### Staff Training & Assistance

1. Staff training will incorporate provisions to meet accessible customer service standards. Ensure that staff are aware of the assistive devices in their supply packages and how to use them.
2. Election Officials will be provided with written reference materials.
3. Election Officials will be available to assist voters, as required.
4. The Municipality of Clarington recognizes that everyone learns differently. In order to provide training via different methods, training videos will be created by the Accessibility Coordinator for Election Officials who learn visually in addition to the written material and the group sessions (where material is presented by an instructors as well as hands on training).

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee

**Date of Meeting:** November 6, 2017

**Report Number:** CLD-021-17      **Resolution:**

**File Number:**      **By-law Number:**

**Report Subject:** Election Sign By-law – Proposed Amendments

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### Recommendations:

1. That Report CLD-021-17 be received; and
2. That the By-law, attached to Report CLD-021-17 as Attachment 1, to amend By-law 2016-004, the Election Sign By-law, be approved.



## Report Overview

This Report details the necessary amendments to By-law 2016-004, to reflect the changes to the *Municipal Elections Act, 1996* as a result of Bill 181, *Municipal Elections Modernization Act*.

## 1. Background

At the January 18, 2016 Council Meeting, Council considered Report CLD-004-16 and on February 8, 2016, Council approved By-law 2016-004, being a stand-alone Election Sign By-law. On November 7, 2016, the General Government Committee received Report CLD-032-16 outlining Bill 181 and changes to the *Municipal Elections Act* (MEA). Bill 181 has a direct impact on By-law 2016-004, as it relates to promotion of candidates and third party advertising, including advertising on private properties being leased or rented.

For clarification, as defined in the MEA:

- a registered third party means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the MEA, and
- a third party advertisement means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate or a “yes” or “no” answer to a question referred to in subsection 8(1), (2), or (3), but does not include an advertisement by or under the direction of a candidate or an advertisement described in subsection (2) or (2.1) of the MEA.

## 2. Proposal

### 2.1. Display of Signs at Residential Premises

Section 88.2 of the MEA provides that landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs on the premises to which the lease relates or his/her condominium unit. Notwithstanding this, changes stemming from Bill 181 provide landlords, property managers, condominium corporations, or other authorized agents, the authority to establish reasonable limitations to the size and type of election signage displayed on the property, and prohibit all election signage within common areas of the building.

It is therefore recommended that the Election Sign By-law be amended to expressly reflect these new provisions regarding the display of signs by tenants or condominium owners.

### 2.2. Mandatory Information in Advertisements

Candidates and registered third party advertisers are required to identify themselves on campaign advertisements and signs, so that it is clear who is responsible for each sign and advertisement that appears or is broadcast.

All election signs will be marked to identify the registered third party or candidate.

The MEA requires that a candidate sign only include the name, whereas registered third party signs require the name of the registered third party as well as contact information. To provide for consistency and ease of understanding, and to assist in enforcement, it is recommended that the by-law be amended to include the following provisions.

- a) The required information to be included on the candidate sign is:
  - Name of candidate, and
  - Telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement
- b) The required information to be included on the registered third party advertisement sign is:
  - Name of registered third party,
  - The municipality where the registered third party is registered, and
  - Telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement

### **2.3. Required Deposits**

Under the current provisions of By-law 2016-004, candidates are required to place a deposit of \$250 for the erection of election signs at the time of registering. This deposit, being fully refundable at the conclusion of the Election, helps to encourage candidates to ensure that all signs will be erected in compliance with By-law 2016-004. This provision was introduced for the 2014 municipal elections and proved to assist in achieving compliance.

To be consistent, it is recommended that the deposit also apply to registered third party advertising signs. Whether it be a registered third party advertiser, or a registered Candidate, obligations under, and enforcement of, the By-law for erecting election signs shall be consistent.

## **3. Concurrence**

This Report has been reviewed by the Municipal Solicitor who concurs with the recommendations.

## **4. Conclusion**

It is respectfully recommended that the attached By-law, being a by-law to amend Bylaw 2016-004, the Election Sign By-law, be approved.

## 5. Strategic Plan Application

Not applicable.

Submitted by:



C. Anne Greentree, BA, CMO  
Municipal Clerk

Reviewed by:



Andrew C. Allison, B. Comm, LL.B  
CAO

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Staff Contact: Duncan Anderson, Manager Municipal Enforcement, 905 623 3379 ext. 2110 or  
danderson@clarington.net

Attachment:

Attachment 1 - By-law to amend By-law 2016-004

No interested parties on file.

THE CORPORATION OF  
THE MUNICIPALITY OF CLARINGTON  
BY-LAW 2017-\_\_\_

Being a by-law to amend the Election Sign By-law 2016-004

WHEREAS the Council of The Corporation of the Municipality of Clarington deems it desirable to amend Election Sign By-law 2016-004.

NOW THEREFORE be it enacted:

1. That By-law 2016-004 be amended as follows:

a. The definition of “person” within section 1 be amended to include  
“registered third party”.

b. The following definition be added to section 1

“registered third party” means an individual, corporation or trade union that is registered under section 88.6 of the *Municipal Elections Act, 1996*”.

c. That section 9.1 be added as follows:

9.1 All candidate signs shall include:

(a) name of candidate; and

(b) telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

d. That Section 9.2 be added as follows:

9.2 All registered third party advertisement signs shall include:

(a) name of registered third party;

(b) the municipality where the registered third party is registered; and

(c) telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

e. That a new section 17.1 be added as follows:

17.1 Notwithstanding clause 17(b), a lease or tenant of property may display an election sign as such conditions to reasonable size or type a landlord, building manager, condominium corporation deems appropriate.

f. That sections 29 and 30 be amended to delete “ candidate” and replace with “registered candidate or registered third party”:

2. This by-law comes into effect on April 1, 2018.

PASSED this xx<sup>th</sup> day of November, 2017.

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Adrian Foster, Mayor

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C. Anne Greentree, Municipal Clerk

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee

**Date of Meeting:** November 6, 2017

**Report Number:** CLD-022-17      **Resolution:**

**File Number:**      **By-law Number:**

**Report Subject:** Multi-Year Accessibility Plan

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### Recommendations:

1. That Report CLD-022-17 be received; and
2. That the Multi-Year Accessibility Plan 2018-2023 (Attachment 1 to Report CLD-022-17) be endorsed.

## Report Overview

As required under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), this report presents Clarington's 2018-2023 Multi-Year Accessibility Plan for Council's consideration and endorsement.

### 1. Background

In accordance with the + (AODA), municipalities are required to establish, implement, maintain and document a multi-year accessibility plan. This plan is required to outline the Municipality's strategy to prevent and remove barriers and meet its requirements under Ontario Regulation 191/11 for the Integrated Accessibility Standards Regulation.

### 2. Proposal

The plan included with this Report as Attachment 1 highlights past activities the Municipality has undertaken, and how the Municipality will continue to meet its legislated obligations under AODA. The Clarington Accessibility Advisory Committee has recommended that Council approve the plan as Clarington's 2018-2023 Multi-Year Accessibility Plan.

### 3. Concurrence

Not Applicable

### 4. Conclusion

It is respectfully recommended that the attached plan be endorsed as the Municipality of Clarington's Multi-Year Accessibility Plan in accordance with Ontario Regulation 191/11, s.4(1).

### 5. Strategic Plan Application

Not applicable.

Submitted by:



C. Anne Greentree,  
Municipal Clerk

Reviewed by:



Andrew C. Allison, B. Comm, LL.B  
CAO

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Staff Contact: Andrea Nicholson, Accessibility Coordinator, 905-623-3379 ext. 2131 or  
anicholson@clarington.net

There are no interested parties to be notified of Council's decision.

Attachment 1 – Multi-Year Accessibility Plan

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

# **The Municipality of Clarington**

## **Multi-Year Accessibility Plan**

### **2018-2023**



## Executive Summary

The Municipality of Clarington Multi-Year Accessibility Plan 2018-2023 outlines the initiatives the Municipality has taken to ensure compliance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). Additionally, the plan outlines how the Municipality will continue to meet its legislated obligations under AODA and address the needs of our growing and diverse community as we work toward a fully accessible and inclusive community.

The Municipality of Clarington is committed to ensuring that people of all ages and abilities enjoy the same opportunities as they live, work, play, visit and invest in our communities.

We promote a caring, inclusive and respectful community where Municipal programs, services and facilities are available to everyone, including people with disabilities. Our goal is to ensure accessibility for the public we serve and our employees.

## About Clarington

The Municipality of Clarington is a beautiful community that forms the eastern boundary of the Greater Toronto Area.

Clarington is one of eight municipalities located in Durham Region. With a population of over 92,000 people and growing, Clarington offers residents a blend of city living and rural charm.

Current statistics tell us that about 15% of the population has a disability, which means there are approximately 14,000 people in Clarington living with a disability. As the population ages we can expect the percentage of people with disabilities to increase to 20% or about 18,500 Clarington residents.

Clarington is a large Municipality, covering an area of about 612 square kilometers. We have four major urban centres and 13 hamlets.

## Legislation

### **Ontarians with Disabilities Act, 2001 (ODA)**

In 2001, the Government of Ontario created the ODA. The ODA required public sector organizations (the provincial government, municipalities, hospitals, educational institutions and public transportation service providers) to undertake activities aimed at reducing and eliminating barriers for people with disabilities. It also required municipalities with populations over 10,000 to appoint an Accessibility Advisory Committee (AAC), develop annual accessibility plans and seek the advice of AACs on certain matters.

On December 1, 2015 the Government of Ontario rescinded the sections of the ODA that applied to Municipalities. This was done to streamline accessibility requirements across different accessibility laws and remove duplicated requirements. As a result of these changes, the Municipality of Clarington no longer has obligations under the ODA.

## **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**

The AODA sets out a road map for an accessible Ontario by 2025 with mandatory and enforceable standards in five key areas:

- Customer Service
- Information and Communications
- Employment
- Transportation
- Public Spaces

The Customer Service Standard became law (Ontario Regulation 429/07) on January 1, 2008. The Municipality of Clarington has complied with this Standard since January 1, 2010.

On July 1, 2016, the Government of Ontario made several changes to the Customer Service Standard, which required the Municipality to update its Accessible Customer Service Policy. One important change that occurred during this update was that the Customer Service Standard was moved into the Integrated Accessibility Standards Regulation (IASR). As a result of this change, all five standards now reside under one regulation.

The IASR also includes standards for: Information and Communication, Employment, Transportation, and the Design of Public Spaces.

The Design of Public Spaces Standard focus on removing barriers in areas not covered by the Ontario Building Code such as playgrounds, on and off-street parking, recreational trails and service counters. It applies to new construction or re-construction of existing spaces. It does not require organizations to retrofit in order to be compliant.

## **Ontario Building Code (OBC)**

The OBC regulates the minimum building standards for the construction of all new buildings and buildings that undergo a significant renovation. The Code includes requirements for minimum accessibility within buildings.

The OBC was amended to include enhancements to accessibility in buildings. As of January 1, 2015, most new construction and extensive renovations will be subject to updated accessibility requirements. Existing buildings, where no work is planned, are not affected by these new requirements.

## Clarington's Accessibility Advisory Committee

The Clarington Accessibility Advisory Committee (CAAC) is a citizen committee that acts as an advisory body for Council. Its mandate is to advise on the identification, removal and prevention of barriers to people with disabilities in Clarington.

The CAAC's term coincides with Council. Following the 2014 Municipal Elections, a new CAAC was formed and is working within its mandate until 2018. Each member of the CAAC is a volunteer, with the exception of the Council representative. The CAAC is supported by the Accessibility Coordinator and the Clerk's Department.

The current CAAC members bring a wide range of personal and professional experiences and perspectives related to the challenges faced by people with disabilities. They provide invaluable advice and support as we continue to work toward a barrier-free Clarington.

## Accessibility Partnerships

Clarington works collaboratively with each of the eight other Municipalities in the Region of Durham to achieve greater accessibility across Durham. Clarington's Accessibility Coordinator regularly liaises with other Accessibility Coordinators within Durham and across Ontario.

The Accessibility Coordinator is a member of the Ontario Network of Accessibility Professionals (ONAP) and attends their semi-annual meetings. ONAP is comprised of accessibility professionals within the broader public sector across Ontario and its purpose is to share best practices and resources in accessibility.

## Clarington's Plan

### Customer Service

The Accessible Customer Service Standard came into effect on January 1, 2008. The Municipality of Clarington developed its Accessible Customer Service Policy and was in compliance with all of the Standards requirements by January 1, 2010.

The Municipality of Clarington continues to:

- Train staff and volunteers on providing accessible customer service
- Ensure that anyone who provides service on behalf of the municipality has been trained on providing accessible customer service
- Monitor its customer service to ensure we are maintaining and improving upon the level of accessibility we provide in programs, services and facilities
- Explore new technologies that support accessible customer service

In 2016, the Municipality purchased an iPad in 2016 to facilitate accessible customer service at the Municipal Administrative Centre.

The iPad is available upon request and can facilitate communication for deaf, deafened, and hard of hearing visitors and non-English speaking visitors. It can also magnify information for people with low-vision and is capable of accessing an on-demand sign language interpreter.

The Accessible Customer Service Policy was updated in 2017 to incorporate legislated changes.

#### **2018-2023 Accessible Customer Service Goals**

- Monitor the success of the iPad for customer service and explore introducing additional iPads at other facilities.
- Explore assistive technologies that will make municipal programs and services more accessible to people with a variety of disabilities. This will include, but is not limited to:
  - Assistive listening devices
  - Assistive devices
  - Charging stations for mobility devices
  - CART Captioning

## **General Requirements**

The Municipality of Clarington has met all of the General Requirements of the Integrated Accessibility Standards Regulation (IASR).

The Municipality of Clarington continues to:

- Monitor and update its accessibility policies, as necessary
- Monitor and update its accessibility plan, as required
- Incorporate accessible design, criteria and features when procuring or acquiring goods, services and facilities, unless it is not practicable to do so
- Incorporate accessible features when acquiring self-service kiosks
- Train new employees and volunteers on the requirements of the IASR and Human Rights Code, as it relates to people with disabilities
- Ensure persons who provide goods, services or facilities on our behalf are trained on the requirements of the IASR and the Human Rights Code, as it relates to people with disabilities
- File an accessibility compliance report every two years

### **2018-2023 General Requirement Goals**

- The Municipality of Clarington will develop online accessibility training courses for staff, volunteers and third party contractors. Courses will include but are not limited to:
  - Accessible customer service
  - IASR - Overview
  - Creating Accessible Word Documents
  - Creating Accessible PDFs
  - Purchasing and Procuring Accessible Goods, Services and Facilities
- Develop and implement a training cycle to ensure staff remain up-to-date on accessibility legislation, corporate policies and best practices for interacting with people with disabilities
- Monitor the accessible purchasing requirements through random audits of files and provide additional support where necessary.

## **Information and Communication**

The Municipality of Clarington has met all of the current requirements of the Information and Communications Standard.

The Municipality of Clarington continues to:

- Maintain a process for receiving and responding to feedback in ways that are accessible to people with disabilities
- Notify the public about the availability of accessible formats and provide accessible formats, upon request
- Provide emergency information in alternative formats, upon request
- Maintain an accessible website and web content
- Review documents and templates to ensure they are accessible
- Monitor its website for compliance with accessibility standards

### **2018-2023 Information and Communication Goals**

- All municipal websites will meet or exceed WCAG 2.0 Level AA by January 1, 2021
- Develop the Municipality's Intranet to meet or exceed WCAG 2.0 Level AA standards
- Provide pre-recorded videos of Council meetings with closed captions
- Ensure that print-documents are accessible
- Support and educate staff on creating accessible documents
- Ensure that documents and content posted online are in accessible formats

## **Employment**

The Municipality of Clarington has met all of the current requirements of the Employment Standard.

The Municipality of Clarington continues to:

- Notify applicants about the availability of accessibility accommodations in the recruitment process
- Advise successful applicants about the availability of accommodations for employees with disabilities
- Make policies on accommodating and supporting employees with disabilities available to all employees
- Provide accessible formats and/or communication supports to employees with disabilities who require it
- Develop individual emergency evacuation plans to employees who require it
- Document individual accommodation plans for employees with disabilities
- Offer a return to work process for employees with disabilities

### **2018-2023 Employment Goals**

- The Municipality will continue to regularly review its employment policies and practices to ensure applicants and employees with disabilities receive the supports they need
- Develop and implement a plan to ensure employees with disabilities are aware of the availability of accommodations and individual emergency response plans
- Explore partnerships with community organizations that support people with disabilities with the goal of providing volunteer and/or paid employment to people with disabilities



## **Transportation**

Most of the requirements of the Transportation Standard relate to the operation of public transportation systems. The Municipality of Clarington does license taxicabs within the municipality but does not own or operate any transportation system. Public transportation is provided by the Regional Municipality of Durham.

The Municipality of Clarington, in partnership with the Clarington Accessibility Advisory Committee, continues to monitor the need for accessible on-demand taxicabs in the municipality.

### **2018-2023 Transportation Goals**

- In the next term of Council, the Municipality of Clarington will consult with the public to determine if there is a need for accessible on-demand taxicabs and, if applicable, what proportion of taxicab licenses should be designated for accessible vehicles.
- Monitor compliance with the accessibility requirements of the Taxicab By-Law

## **Design of Public Spaces**

The Municipality of Clarington is in compliance with all of the requirements of the Design of Public Spaces Standard (DOPS).

Since January 1, 2016 all new and redeveloped public spaces owned and/or operated by the Municipality of Clarington have met the requirements of DOPS.

The Municipality of Clarington will continue to:

- Consult the Clarington Accessibility Advisory Committee, the public and people with disabilities prior to redeveloping or constructing new public spaces under this Standard
- Incorporate public consultations into existing processes wherever possible
- Meet or exceed the technical requirements of DOPS

### **2018-2023 Public Spaces Goals**

- Explore the inclusion of mobility device charging stations in new and redeveloped public spaces
- Continue to enhance the accessibility of new and redeveloped playgrounds

## Maintenance of Public Spaces Policy

The Municipality of Clarington will provide preventative maintenance of accessible elements through routine maintenance and inspections. Inspections will focus on accessible elements covered by the Design of Public Spaces Standard and the *Ontario Building Code*.

The Municipality of Clarington will notify members of the public of any temporary disruptions to accessible elements via our website, social media, on-site notice, and any other reasonable means. In the event of a temporary disruption, whether emergency or preventative, the Municipality will provide alternative accommodations until the disruption has ended. Accommodations during a disruption will vary depending on the nature of the disruption. The Municipality will ensure that accessible elements are fixed as soon as possible.

## Accessibility Moving Forward

In 2017, the Municipality of Clarington asked for public feedback on this multi-year accessibility plan. An online survey asked people to identify issues and barriers to accessibility. The majority of feedback received highlighted issues not covered by the AODA.

Knowing that the AODA is a starting point for making our community more accessible, the Municipality has carefully reviewed the survey feedback received. Where possible, suggestions for improvement have already been incorporated into this Plan. Some feedback will be used to inform future projects.

The Municipality of Clarington is committed to becoming a barrier-free community. Although the AODA does not require the Municipality to renovate its buildings, we understand that physical accessibility is an important part of being a barrier-free community. Therefore, we have begun the task of conducting accessibility audits on all of the buildings we own and operate. The results of the accessibility audits will be used to develop a comprehensive plan of how to remove the barriers identified.

## Contact information

We always welcome feedback about the accessibility of our goods, services and facilities.

**In Writing:**

**Accessibility Coordinator**

40 Temperance Street  
Bowmanville, ON  
L1C 3A6

**Phone:** 905-623-3379 x 2131

**Email:** [accessibility@clarington.net](mailto:accessibility@clarington.net)

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee

**Date of Meeting:** November 6, 2017

**Report Number:** CLD-023-17      **Resolution:**

**File Number:**      **By-law Number:**

**Report Subject:** Appointment to the Clarington Heritage Committee

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### Recommendations:

1. That Report CLD-023-17 be received;
2. That the resignation of Paul Davidson be received, with regret, and that he be thanked for his contribution to the Clarington Heritage Committee
3. That Mark Stanisz be appointed to the Clarington Heritage Committee for a term ending December 31, 2018 or until a successor is appointed; and;
4. That all interested parties listed in Report CLD-023-17 and any delegations be advised of Council's decision.

## Report Overview

This Report is intended to provide background information regarding the vacancy on the Clarington Heritage Committee for the Municipality of Clarington and to assist Council in the appointment for this position.

### 1. Background

The Clarington Heritage Committee (CHC) is a volunteer advisory committee established by the Municipality of Clarington Council in accordance with the provisions of the *Ontario Heritage Act*.

The goal of the CHC is to assist the Municipality of Clarington in its efforts to identify, review, discuss and make recommendations to Council on properties and issues of cultural heritage value or interest.

Committee members are ultimately responsible to the Municipality of Clarington Council and are bound by By-law 2006-079, appointing the CHC, and the Terms of Reference. The following is an excerpt of the Terms of Reference, as established in Report PSD-039-06, regarding appointments to the CHC:

- 4.1 *The Clarington Heritage Committee shall consist of a minimum of five (5) voluntary members who are appointed by Council for the term of Council. The Council may, by resolution, replace members as members resign or as members are deemed to be inactive. Council may appoint from time to time such new members as considered desirable or as recommended by the Committee. The maximum number of members is set at twelve (12).*
- 4.2 *The Committee is to consist of members that possess the expertise, experience and willingness to devote the necessary time to the Committee. The Municipality will seek to obtain the following as members:*
  - *A municipal Council liaison*
  - *A representative from the Newcastle Village and District Historical Society*
  - *A representative from the Clarington Museum and Archives; if staff, an ex-officio member*
  - *An architectural historian*
  - *A building and design specialist*
  - *Area residents from each of the municipal wards that are experienced in heritage conservation matters*
- 4.3 *Openings for membership shall be publicly advertised. All residents and any nominated representative of an organization involved in cultural heritage issues are invited to apply. Applicants will submit the required application form to the Municipality of Clarington Clerks Department. Applicants shall possess knowledge of cultural heritage issues within Clarington. Applicants may also possess relevant heritage conservation experience, technical training in a heritage planning field, and/or current involvement in cultural heritage community activities.*

## 2. Heritage Committee – Vacancy

Paul Davidson was appointed to the Clarington Heritage Committee in April, 2015 for a term ending in December 31, 2018 or until a successor is appointed. On September 18, 2017, the Municipal Clerk's Department received notification of his resignation.

In response to the ad, the following individual has submitted their application and it is recommended that they be appointed to the Clarington Heritage Committee until December 31, 2018:

- Mark Stanisz

The application has been circulated under separate cover (Attachment 1) as it contains personal information.

## 3. Concurrence


Not Applicable


## 4. Conclusion

In order to fulfill the requirements of the Committee, it is recommended that Mark Stanisz be appointed to the Clarington Heritage Committee for the Municipality of Clarington until December 31, 2018 or until a successor is appointed.

## 5. Strategic Plan Application

Not Applicable

Submitted by:   
C. Anne Greentree,  
Municipal Clerk

Reviewed by:   
Andrew C. Allison, B. Comm, LL.B  
CAO

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Staff Contact: Samantha Gray, Committee Coordinator, 905-623-3379 ext. 2106 or  
sgray@clarington.net

Attachments:

Attachment 1: Clarington Heritage Committee Confidential Applications  
(Distributed Separately)

The following is a list of the interested parties to be notified of Council's decision:

Mark Stanisz  
Clarington Heritage Committee c/o Faye Langmaid

## Corporate Services Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee  
**Date of Meeting:** November 6, 2017  
**Report Number:** COD-019-17      **Resolution:**  
**File Number:** RFP2016-3      **By-law Number:**  
**Report Subject:** ASO Review for Provision of Employee Group Benefits

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### Recommendations:

1. That Report COD-19-17 be received;
2. That the Health and Dental Benefits Program for the first renewal term, February 1, 2018 to February 1, 2019, be approved to remain as is with Sun Life Financial to take advantage of the 15% renewal cap;
3. That the ASO option for provision of Health and Dental benefits be reviewed in advance of the next renewal period of February 1, 2019 to February 1, 2020, with consulting assistance as needed at an estimated cost of \$20,000 to be funded from the ASO Reserve fund; and
4. That registered interested parties be advised of Council's decision regarding the award by the Corporate Services Department in consultation with Finance.

## Report Overview

To update Council on the review of the ASO program for the first renewal of the Health & Dental component of the 5 year contract with Sun Life, from February 1, 2018 to February 1, 2019. The extended health and dental benefits program is recommended to continue as is, under the current Fully Insured arrangement, with continued monitoring of the option to move to an Administrative Services Only ASO program in future.

### 1. Decision History

On July 4, 2016 Council adopted the recommendations within Report COD-015-16 “Provision of Employee Group Benefits” and approved an award of contract to Sun Life Financial (Attachment # 1 - approval resolution) for the provision of Employee and Dependent Life, Long Term Disability, Extended Health and Dental coverage for a 5 year term (October 2016 to October 2021) with a review at the conclusion for possible renewal of further terms pending satisfactory service and acceptable conditions.

The Health & Dental portion of the contract was guaranteed not to increase for 16 months from October 1, 2016 to February 1, 2018. In addition the initial bid, contained a cap of 15% on the first “renewal” of the Health & Dental portion, running from February 1, 2018 to February 1, 2019.

At the meeting Council directed staff to report back to the General Government Committee at a reasonable time prior to the expiry of the 16 month term (February 1, 2018) to consider a recommendation on continuing within the Sun Life contract for the extended health and dental benefits portion under a Fully Insured Funding arrangement or change to an Administrative Services Only (ASO) arrangement with Sun Life at February 1, 2018.

The review is conducted at this time to allow sufficient time to assess the potential impact prior to the expiry of the February 1, 2018 term. The 15% cap protection will run out after this first renewal ends on February 1, 2019, therefore it is intended that the next ASO review in advance of the February 1, 2019 renewal, would take place in the fall of 2018.

### 2. Background

In 2016 with the market review, as part of the RFP evaluation Buffett Taylor Employee Consulting was contracted to provide professional advice on various aspects of the RFP process including but not limited to assisting in the development of the terms of reference for the provision of Employee Group Benefits as required by the Municipality of Clarington. The benefits coverage included all employee benefits, employee and dependent Life Insurance, Optional Life, Long Term Disability (LTD), Extended Health and Dental benefits and Accidental Death and Dismemberment (AD&D). The benefits cover approximately 374 employees and retirees (including Museum and Library). The



RFP allowed bidders to create and submit proposals for any of the following: AD&D, Life and LTD, Health and Dental or any combination of the above-mentioned.

Five (5) submissions were received by the closing date and time.

Buffett Taylor Employee Consulting assisted in the evaluation of the proposals and Sun Life Financial was deemed the most qualified proponent meeting the Municipality’s requirements.

The benefits with Sun Life started on October 1, 2016. AD&D remained with the existing carrier CHUBB.

### 3. Financial and Budget Considerations

The 1<sup>st</sup> renewal of the Extended Health and Dental Premiums under the Fully Insured arrangement in the existing contract with Sun Life is capped at 15%. The claims history data provided by Sun Life indicates that the renewal rates for these programs would increase by 37 to 40%, before application of a “rate adjustment”. This impact is avoided by staying under the Fully Insured arrangement for this first renewal into 2018 (February 1, 2018 – January 31, 2019). The ASO cost for this same arrangement would be approximately \$7,775 per month higher because it is based on the actual claims, and does not receive the benefit of the 15% rate cap, guaranteed by Sun Life for the 1<sup>st</sup> year renewal.

The monthly premium cost for the Extended Health and Dental Benefits Plans are as follows under the continued Fully Insured versus the proposed ASO arrangement:

Extended Health Benefits			Dental Benefits		
Current Fully Insured Premium	Renewal of Fully - Insured	Proposed ASO Cost	Current Fully Insured Premium	Renewal of Fully - Insured	Proposed ASO
\$104,325	\$126,232	\$131,449	\$51,145	\$61,375	\$63,933

Remaining with the fully-insured funding arrangement with Sun Life’s commitment of an overall increase capped at 15% for the annual Health and Dental benefits premiums provides the most cost effective option at this point. This renewal includes the Incurred-But-Not-Reported (IBNR) reserve being added.

Given the recent claims history showing a weighted loss ratio up to 40%, moving to an ASO funding arrangement at this point would likely result in an increased cost in the upcoming renewal year. Under the ASO arrangement the full claims costs plus the administrative costs (claims handling charges, profit charge, pooling stop-loss charges, printing charges, consulting fees and taxes) transfers to the Municipality. Under ASO, at the end of the year any shortfall between the amounts paid by the Municipality, and the claims actual costs and related fees, are the dollar-for-dollar responsibility of the Municipality. Under the existing fully-insured arrangement, Sun Life absorbs all claim costs.

For many reasons (aging population, specialized drug formularies, expanded disease base, etc.), employers generally expect an escalation in future costs regardless of the funding arrangement. The Municipality reviews opportunities for cost containment, such as within the existing program there is a built in control requiring that drugs are issued as mandatory generic substitution. If an employee is listed for a substitute drug but chooses to still ask for the brand name drug they are required to pay the difference. The Municipality is also exploring managed drug programs with certain drug regimens that allow the Plan Provider to manage the individual drug program. The cost containment efforts are somewhat eroded by the current environment that systemically contributes to Healthcare expenses rising, for example the arbitration awards that ensure “parity” and grant “unlimited” Physiotherapy for both the employees and their family rather than ensuring the employee-only is granted the benefit that aids in ability to perform their job.

In the January 2017 Benefits Canada publication, an article by Mercer ‘Benefits costs to trend even higher in 2017’ states the following:

“employers can expect increases in drug-pooling costs to exceed 50 percent this year and predicts speciality medications, which represented roughly 30 percent of drug spending in 2015, will rise by about 10 to 15 percent in 2017. You’ve got a growing proportion of costs there, accelerating at a much higher level than your traditional drugs, which we’re expecting to be flat line”.

**Going Forward:**

The ASO option continues to be a worthwhile opportunity to explore for overall cost effectiveness, particularly as the Municipality grows to a large client classification. It is recommended that in the fall of 2018 with the next renewal term from February 1, 2019 to February 1, 2020, should the renewal rates under the existing programs be unacceptable, the ASO option be evaluated further. The Municipality would engage consultants to assist in evaluating the complex process to determine if it would be the best financial choice at that time and to ensure appropriate Reserve Funds are established to provide for benefit claim costs and ASO administrative fees. It is recommended that the appropriate consultant cost be funded from the ASO Reserve Fund in the fall 2018 for the February 1, 2019 renewal timeframe. It is anticipated that the consultant cost would be approximately \$20,000.

#### 4. Concurrence

This report has been reviewed by the Director of Finance/Treasurer who concurs with the recommendation.

#### 5. Conclusion

It is respectfully recommended that the continuation of Health and Dental under a Fully Insured arrangement for the 1st renewal with Sun Life Financial be approved, with future reviews of the ASO option at the appropriate renewal periods.

#### 6. Strategic Plan Application

The recommendations contained in this report conform to the Strategic Plan.

Submitted by:



Marie Marano, H.B. Sc., C.M.O.  
Director of Corporate Services

Reviewed by:



Andrew Allison, B. Comm., LLB.  
Chief Administrative Officer

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Staff Contact: David Ferguson, Purchasing Manager, Ext 2209 or [dferguson@clarington.net](mailto:dferguson@clarington.net)

List of interested parties to be notified of Council's decision is on file in the Corporate Services Department.

Attachments: Attachment 1: Resolution File Number H02.GE

MM/DF/KM



# MEMO

To: David Ferguson, Purchasing Manager  
From: Anne Greentree, Municipal Clerk  
Date: July 13, 2016  
Re: Provision of Employee Group Benefits  
File Number: **H02.GE**

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Please be advised that, at the July 4, 2016 Council meeting, the following Resolution was passed:

That Report COD-015-16 be received;

That Sun Life Financial be awarded the contract for the provision of Employee and Dependent Life, Long Term Disability, Extended Health and Dental coverage for a five (5) year term with a review at the conclusion for possible renewal of further terms pending satisfactory service and acceptable conditions, provided that the Health and Dental coverage can be limited to the end of the 16 month guarantee period;

That staff report back to General Government Committee on the renewal of the extended health and dental benefits coverage with a recommendation on proceeding under a Fully Insured Funding Arrangement or ASO, at a reasonable time prior to the expiry of the 16 month term;

That the Purchasing Manager be authorized to negotiate with Chubb Insurance Company of Canada, being the Municipality's current provider of Accidental Death and Dismemberment a renewal of the existing agreement. This agreement to be reviewed at the conclusion for possible renewal of further terms pending satisfactory service and acceptable conditions;



# MEMO

That the Purchasing Manager be authorized to execute administrative agreements as required for the current and future renewals, subject to satisfactory service and acceptable terms;

That the savings of approximately \$550,000 be put into a reserve dedicated for future ASO benefit administration; and

That all interested parties listed in Report COD-015-16 and any delegations be advised of Council's decision by the Purchasing Division.

A handwritten signature in black ink, appearing to read "Anne Greentree", written over a horizontal line.

Anne Greentree

AG/jeg

- c. M. Marano, Director of Corporate Services
- K. McMullen, Compensation and Benefits Supervisor
- N. Taylor, Director of Finance/Treasurer

## Corporate Services Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee  
**Date of Meeting:** November 6, 2017  
**Report Number:** COD-020-17      **Resolution:**  
**File Number:** CL2017-24      **By-law Number:**  
**Report Subject:** 2017 Bridge and Culvert Rehabilitation

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### Recommendations:

1. That Report COD-020-17 be received;
2. That Coco Paving Inc. with a total bid amount of \$639,849.39 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2017-24 be awarded the contract for the bridge and culvert rehabilitations at various locations as required by the Engineering Services Department;
3. That the funds required for this project in the amount of \$864,000.00 (Net HST Rebate) which includes the construction cost of \$639,849.39 (Net HST Rebate) and other related costs such as design, inspection, material testing, contingency of \$224,150.61 (Net HST Rebate) be funded by the Municipality as follows:

Structures Rehabilitation	110-32-330-83275-7401	\$828,485.76
Bridge Maintenance	100-36-380-10200-7112	\$ 35,514.24

4. That all interested parties listed in Report COD-020-17 and any registered interested parties will be advised of Council's decision regarding the award by the Corporate Services Department.

## Report Overview

To request authorization from Council to award the contract for the bridge and culvert rehabilitations at various Municipal locations as required by the Municipality of Clarington's Engineering Services Department.

### 1. Background

Tender specifications were prepared by the Engineering Services Department and provided to the Purchasing Services Division. This project includes the rehabilitation or replacement of structures on Golf Course Road north of Highway 2, Bragg Road north of Concession Road 3, Concession Road 4 east of Liberty Street and Concession Road 5 east of Newtonville Road. .

Tender CL2017-24 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website. Twenty-three (23) companies, including subcontractors, downloaded the tender document.

The tender closed on Tuesday, October 3, 2017.

### 2. Analysis

Six (6) bids were received in response to the tender call. Bids were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). All submissions were deemed compliant.

The results were forwarded to the Engineering Services Department for their review and consideration. After review and analysis of the submissions by the Engineering Services Department and the Purchasing Services Division, it was mutually agreed that the low bidder, Coco Paving Inc. be recommended for the award of contract CL2017-24.

Coco Paving Inc. has successfully completed work for the Municipality in the past.

### 3. Financial

The funds required for this project in the amount of \$864,000.00 (Net HST Rebate) which includes the construction cost of \$639,849.39 (Net HST Rebate) and other related costs such as design, inspection, material testing, contingency of \$224,150.61 (Net HST Rebate) be funded by the Municipality as follows:

Structures Rehabilitation	110-32-330-83275-7401	\$828,485.76
Bridge Maintenance	100-36-380-10200-7112	\$ 35,514.24

The above noted costs reflect the removal of the provisional sections contained within the tender document. These sections were removed as they were deemed to be not be cost effective and included the following:

- a) Item B12 – Matacryl Wearing Surface for the Golf Course Road Structure 98017
- b) Part G – Roadworks (Baseline Road)
- c) Part H – Structure 99504 Baseline Road

#### 4. Concurrence

This report has been reviewed by the Director of Engineering Services and the Director of Operations who concur with the recommendations.

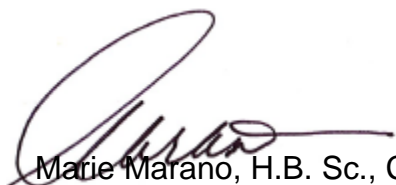
#### 5. Conclusion

It is respectfully recommended that Coco Paving Inc. be authorized to complete the 2017 Bridge and Culvert Rehabilitations at various locations in the amount of \$ 639,849.39 (Net HST Rebate) as per the terms and conditions of Tender CL2017-24.

#### 6. Strategic Plan Application

The recommendations contained in this report conform to the Strategic Plan.

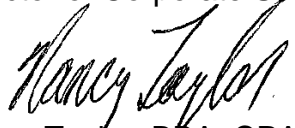
Reviewed by:



Marie Marano, H.B. Sc., C.M.O.  
Director of Corporate Services



Andrew Allison, B. Comm., LLB.  
Chief Administrative Officer



Nancy Taylor, BBA, CPA, CA.  
Director of Finance/Treasurer

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Staff Contact: David Ferguson, Purchasing Manager, 2209 or [dferguson@clarington.net](mailto:dferguson@clarington.net)

List of interested parties to be notified of Council's decision is on file in the Corporate Services Department.



**Summary of Submissions Received****RFP2017-24****2017 Bridge and Culvert Rehabilitations**

<b>Bidder</b>	<b>Total Bid*</b>	<b>Total Bid (Net HST Rebate)</b>
Coco Paving Inc.	\$ 710,524.58	\$ 639,849.39
Bronte Construction	\$ 806,916.05	\$ 726,652.90
Fidelity Engineering & Construction	\$ 809,471.68	\$ 728,954.32
Dig-Con International Ltd.	\$ 885,150.04	\$ 797,105.03
National Structures 2011 Inc.	\$ 857,492.59	\$ 772,198.64
Clearwater Structures Inc.	\$ 911,198.10	\$ 820,562.11

\*Pricing shown above reflects total bid pricing less provisional items noted within body of the report.

## Finance Department Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

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**Report To:** General Government Committee  
**Date of Meeting:** November 6, 2017  
**Report Number:** FND-016-17      **Resolution:**  
**File Number:**                              **By-law Number:**  
**Report Subject:** Financial Update as at September 30, 2017

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### Recommendations:

1. That Report FND-016-17 be received for information.

## Report Overview

The purpose of this report is to update Council on the overall budget variance as of September 30, 2017. Additional financial indicators are included in this report such as taxes receivable, reserve fund investments, debt and development charges collected.

### 1. Background

The financial update report has been designed to focus on overall budget variance.

### 2. Third Quarter of 2017 Results

- 2.1 Attachment 1, Summary of Operating Expenditures and Revenues, compares the Municipality's budget to actual posted transactions as of September 30, 2017. This statement reflects the Municipality's operating budget only and excludes year to date financial activities for the library, museum, BIAS and consolidated hall boards. Year to date expenditures as of September 30, 2017 totalled \$60,321,131 which represents 99.7% of the budget as of the end of the third quarter. Year to date revenues totalled \$76,808,496 which represents 104.3% of budget as of the end of the third quarter.
- 2.2 Attachment 1 is intended to provide an indication of the status of the Municipality's operating accounts compared to the approved budget as of September 30, 2017. Many of the departments have seasonal trends in their activities such as Community Services and Operations. Other departments activities, timing and/or amount, can vary from one year to the next such as Planning and Legal Services. To best capture the trends in the activities, the budget is allocated monthly based on the prior year's actual monthly distribution. In cases where there is no prior history easily obtainable, the monthly allocation is divided equally over the twelve months. Due to the timing differences that occurred throughout the accounts, this statement cannot be used in isolation.
- 2.3 As of September 30, 2017, the operating budget is on target. Revenues exceed the expenditures. The positive net position is higher than budgeted at 125.4%. Monthly trial balance reports are sent to each department for regular review. Revenues and expenditures that have a variance either above or below that are noteworthy are discussed in this report.
- 2.4 The Administrator's Office went through some changes in 2016. The Clarington Board of Trade was transferred from Unclassified Administration. Both Communications and Tourism were transferred from Corporate Services. For a fair comparison, the 2016 activities of these areas is shown under the Administrator's Office section of the report.

The expenditures for these areas is broken out in Attachment 1 for clarity. Communication and Tourism revenues have been allocated equally over the 12 months. As of September 30, 2017 the Administrator's net expenditures are at 90.2%. Tourism advertising revenues are at 207% of the total 2017 budgeted amount. The trend in the timing of the Communications and Tourism activities will be better reflected in the next year's allocation. As well there has been higher Port Granby revenues and expenditures.

- 2.5 The Legal net expenditures are at 85.6% as of September 30, 2017. This is due to higher than budgeted revenues relating to development fees. Overall, Legal revenues are at 126.4% of the total 2017 budget.
- 2.6 The Clerk's department net expenditures are 91.9% of the end of their third quarter budget. Revenues are higher than budgeted as of September 30<sup>th</sup> due to higher municipal enforcement and parking revenues, Bowmanville cemetery plot sales and marriage licences. Animal licences are at 55% of the 2017 budget.
- 2.7 Emergency Fire Services net expenditures are at 98.7% as of the end of September 2017. As noted in prior reports, the higher revenues are due to charges to Ontario Power Generation as per the Memorandum of Understanding. Overall the expenditures are on budget as of September 30, 2017. However, wages are higher due in part to the the extra effort with the flooding.
- 2.8 Engineering net expenditures are at 81.7% as of September 30, 2017 budget. Revenues are higher due to inspection fees and building permits. At the end of the third quarter building permit revenues were at \$1,645,654 or 110.57% of the total 2017 budgeted amount. The higher expenditures can be attributed mainly to the corresponding transfer of inspection fees to the reserve fund in the amount of \$456,707 as of September 30<sup>th</sup>.
- 2.9 Operations net expenditures are at 102.3% of the budget as of September 30, 2017. Operating expenditures are higher than budgeted due primarily to higher than budgeted sand and salt costs and staffing costs due to the dealing with the flooding that occurred earlier this year. Sand and salt purchases are over budget by approximately \$554,000 as of the end of the third quarter and are at 84.6% of the total sand and salt costs of 2016. Depending on the severity of the weather in the last quarter, sand and salt costs could be higher. Staffing costs are higher due to the efforts in dealing with flooding and winter control. As of September 30, 2017, staffing costs are approximately \$285,000 over budget. Street lighting utility costs are over budget by \$96,000. As well, brush and tree removal expenditures are higher than budgeted by approximately \$73,500 due to wind storms. Some accounts are under budget at the end of the third quarter which mitigate the over expenditures. Note, that fleet entries are completed as part of the year end process.

- 2.10 Planning Services net expenditures are at 70.4% of the third quarter budget. This is due to the significantly higher than budgeted revenues. As of September 30, 2017 the revenues were at 205.2% of the third quarter budget or at 135.3% of the total 2017 budget. In particular, fees for rezoning, subdivision, site plans and condo applications have exceeded their total annual budget. Expenditures are below budget at 85.6% of the third quarter budget. This is due in part to timing variances from one year to the next such as CIP programs as well as the timing of the hiring of new staff and consultants.
- 2.11 Attachment 2, Continuity of Taxes Receivable for the nine months ending September 30, 2017 provides the status of the taxes billed and collected by the Municipality during this time. A total of \$51,812,740 in final tax bills and \$1,310,356 in supplementary tax bills were issued to property owners in the Municipality during the third quarter. At the end of September 2017, a total of \$19,579,891 remains unpaid compared to September 2016 taxes receivable of \$19,086,109. The net balance is \$493,782 higher or 2.6% higher than the previous year at this time. Collection efforts continue to manage the balance of taxes outstanding.
- 2.12 Attachment 3, Investments Outstanding as of September 30, 2017 provides the status of the Municipality's general, capital and reserve fund investment holdings as of the end of the third quarter in 2017. The Municipality as of September 30, 2017 holds \$10,116,071.19 in general fund investments, \$0 in capital fund investments, \$9,543,250.68 in Development Charge reserve fund investments, and \$47,774,169.49 in reserve fund investments. Investments held in the Municipality's portfolio are assessed on an ongoing basis to ensure they meet the requirements of Section 418 of the Ontario Municipal Act, Ontario Regulation 438/97 and the Municipality's investment policy. Clarington investments are very conservative in nature and only high quality investments are chosen as per the investment policy.
- 2.13 Attachment 4, Debenture Repayment Schedule provides the status of the Municipality's long term debt obligations projected to January 1, 2018. The debentures for the Rickard Recreation Complex (RRC) and the Municipal Administrative Centre (MAC) improvements were issued by the Region and Clarington received the funds in October 2017. As of January 1, 2018 the Municipality will have \$17,065,754.57 in outstanding debt. The annual principal and interest payments required to service these liabilities continue to be well within the annual debt repayment limits prescribed by the Ministry of Municipal Affairs and Housing.
- 2.14 Attachment 5, Municipal Development Charges as of September 30, 2017 provides the Municipal Development Charges collected separated into residential and non-residential. At the end of the third quarter, Residential Municipal development Charges collected are \$7,182,867. In the 2015 Development charges Background Study, it is forecasted that the Municipality would be collecting approximately 768 residential units in total for 2017 or

about 192 units per quarter. For 2017 budget considerations, the figure of 650 units was used for the year. At the end of September 2017, there were 563 units. Compared to the same period of the previous year there was a 14.5% decrease in the development charges collected and a 27.9% decrease in the number of units. Development charges are for the most part on target as of September 30, 2017 at 73% of the budgeted amount. It should be noted that 2016 was an exceptional year for development charges.

- 2.15 As of September 30, 2017, Non-Residential Municipal Development Charges collected are \$676,269.07. Compared to the same period last year there was a 1160.3% increase in the non-residential development charges collected. Non-residential development charges are based on the area in square metres rather than a per unit cost so it can be expected to have significant variance from one year to another.
- 2.16 In the 2015 Development Charges By-law 2015-035, there are a number of incentives to encourage development in Clarington. There were no new incentives provided in the third quarter. As of September 30, 2017 a total of \$603,876.87 in incentives have been provided to eleven (11) properties. To date, there has been one (1) residential development of \$413,822.26. The remaining \$190,054.61 has been provided to non-residential development.

### 3. Concurrence

Not Applicable

### 4. Conclusion

It is respectfully recommended that the third quarter of 2017 financial update report be received for information.

### 5. Strategic Plan Application

The recommendations contained in this report conform to the Strategic Plan.

Submitted by:   
Nancy Taylor, BBA, CPA, CA,  
Director of Finance/Treasurer

Reviewed by:   
Andrew C. Allison, B. Comm, LL.B  
CAO

Staff Contact: Catherine Carr, Manager of Internal Audit, 905-623-3379 ext. 2606 or ccarr@clarington.net

There are no interested parties to be notified of Council's decision.

Attachment 1 – Summary of Operation Revenues and Expenditures

Attachment 2 – Continuity of Taxes Receivable

Attachment 3 – Investments Outstanding

Attachment 4 – Debenture Repayment Schedule

Attachment 5 – Municipal Development Charges

NT/CC/hjl

	2017 Budget YTD	2017 Actual YTD	2017 YTD Unexpended \$	2017 YTD Expended %	2016 Budget YTD	2016 Actual YTD	2016 YTD Unexpended \$	2017 Total Budget	2017 % of Annual Budget Spent
<b>05 Non-departmental Accounts</b>									
Municipal Taxation	(58,442,316)	(59,787,578)	1,345,262	102.3%	(55,610,604)	(56,043,221)	432,617	(59,340,165)	100.8%
Other Revenue	(1,470,253)	(1,671,972)	201,719	113.7%	(1,453,033)	(1,631,380)	178,347	(1,659,469)	100.8%
Contributions	(6,120,518)	(5,574,813)	(545,705)	91.1%	(5,839,274)	(5,671,883)	(167,391)	(6,120,518)	91.1%
Revenue/Taxation/Contributions	(66,033,087)	(67,034,363)	1,001,276	101.5%	(62,902,911)	(63,346,484)	443,573	(67,120,152)	99.9%
<b>59 BIA Taxation</b>									
BIA Taxes	(203,300)	(203,300)	0	100.0%	(199,200)	(199,200)	0	(203,300)	100.0%
BIA Payments	203,300	203,300	0	100.0%	199,200	199,200	0	203,300	100.0%
Net Expenditures	0	0	0		0	0	0	0	
<b>10 Mayor and Council</b>									
Net Expenditures	632,237	624,542	7,695	98.8%	669,344	635,681	33,663	879,297	71.0%
<b>13 Administrator's Office</b>									
Revenue/Recoveries	(128,539)	(200,874)	72,335	156.3%	(112,687)	(265,827)	153,140	(165,500)	121.4%
Board of Trade	330,000	330,000	0	100.0%	225,000	225,000	0	330,000	100.0%
Operating Expenditures (includes Port Granby)	425,562	431,569	(6,007)	101.4%	529,738	644,702	(114,964)	633,010	68.2%
Communications & Tourism	846,153	768,434	77,719	90.8%	828,076	817,142	10,934	1,141,602	67.3%
Expenditures	1,601,715	1,530,003	71,712	95.5%	1,582,814	1,686,844	(104,030)	2,104,612	72.7%
Net Expenditures	1,473,176	1,329,129	144,047	90.2%	1,470,127	1,421,017	49,110	1,939,112	68.5%
<b>14 Legal Administration</b>									
Revenue/Recoveries	(49,931)	(87,190)	37,259	174.6%	(61,142)	(95,617)	34,475	(69,000)	126.4%
Expenditures	302,133	303,106	(973)	100.3%	303,467	322,138	(18,671)	417,242	72.6%
Net Expenditures	252,202	215,916	36,286	85.6%	242,325	226,521	15,804	348,242	62.0%
<b>16 Corporate Services</b>									
Revenue/Recoveries	(3,000)	(10,271)	7,271	342.4%	(6)	(1,538)	1,532	(3,000)	342.4%
Expenditures	3,431,177	3,331,696	99,481	97.1%	2,989,250	3,078,416	(89,166)	4,264,170	78.1%
Net Expenditures	3,428,177	3,321,425	106,752	96.9%	2,989,244	3,076,878	(87,634)	4,261,170	77.9%
<b>19 Clerk's</b>									
Revenue/Recoveries	(458,901)	(609,864)	150,963	132.9%	(520,568)	(674,691)	154,123	(685,900)	88.9%
Expenditures	2,335,048	2,333,326	1,722	99.9%	2,239,988	2,377,634	(137,646)	3,183,373	73.3%
Net Expenditures	1,876,147	1,723,462	152,685	91.9%	1,719,420	1,702,943	16,477	2,497,473	69.0%
<b>21 Finance &amp; Unclassified Administration</b>									
Revenue/Recoveries	(1,149,271)	(1,138,323)	(10,948)	99.0%	(1,140,697)	(1,180,330)	39,633	(1,552,000)	73.3%
Operating Expenditures	1,871,946	1,760,613	111,333	94.1%	1,779,917	1,779,496	421	2,513,141	70.1%
Unclassified Administration	2,863,786	2,854,446	9,340	99.7%	1,958,319	2,068,100	(109,781)	3,146,536	90.7%
Expenditures	4,735,732	4,615,059	120,673	97.5%	3,738,236	3,847,596	(109,360)	5,659,677	81.5%



	2017 Budget YTD	2017 Actual YTD	2017 YTD Unexpended \$	2017 YTD Expended %	2016 Budget YTD	2016 Actual YTD	2016 YTD Unexpended \$	2017 Total Budget	2017 % of Annual Budget Spent
Net Expenditures	3,586,461	3,476,736	109,725	96.9%	2,597,539	2,667,266	(69,727)	4,107,677	84.6%
<b>28 Emergency Services - Fire</b>									
Revenue/Recoveries	(80,993)	(220,932)	139,939	272.8%	(52,555)	(251,915)	199,360	(85,000)	259.9%
Expenditures	8,991,329	9,016,547	(25,218)	100.3%	8,781,807	8,706,901	74,906	12,112,470	74.4%
Net Expenditures	8,910,336	8,795,615	114,721	98.7%	8,729,252	8,454,986	274,266	12,027,470	73.1%
<b>32 Engineering Services</b>									
Revenue/Recoveries	(967,987)	(2,195,234)	1,227,247	226.8%	(1,021,280)	(2,107,438)	1,086,158	(1,550,700)	141.6%
Debenture Payment	534,407	534,407	0	100.0%	442,539	442,539	0	534,407	100.0%
Operating Expenditures	5,717,520	5,978,690	(261,170)	104.6%	5,429,341	5,633,435	(204,094)	6,919,358	86.4%
Expenditures	6,251,927	6,513,097	(261,170)	104.2%	5,871,880	6,075,974	(204,094)	7,453,765	87.4%
Net Expenditures	5,283,940	4,317,863	966,077	81.7%	4,850,600	3,968,536	882,064	5,903,065	73.1%
<b>36 Operations</b>									
Revenue/Recoveries	(523,660)	(559,269)	35,609	106.8%	(420,422)	(585,238)	164,816	(684,800)	81.7%
Operating Expenditures	11,848,441	12,688,941	(840,500)	107.1%	11,398,286	11,601,011	(202,725)	16,486,059	77.0%
Fleet & Debenture Payments	1,027,669	512,014	515,655	49.8%	888,129	431,897	456,232	1,205,586	42.5%
Expenditures	12,876,110	13,200,955	(324,845)	102.5%	12,286,415	12,032,908	253,507	17,691,645	74.6%
Net Expenditures	12,352,450	12,641,686	(289,236)	102.3%	11,865,993	11,447,670	418,323	17,006,845	74.3%
<b>42 Community Services</b>									
Revenue/Recoveries	(3,640,843)	(3,741,602)	100,759	102.8%	(3,474,445)	(3,642,658)	168,213	(4,875,365)	76.7%
Operating Expenditures	8,343,273	8,382,535	(39,262)	100.5%	7,925,619	8,115,695	(190,076)	11,421,127	73.4%
Debenture Payments	3,099,950	3,099,950	0	100.0%	2,933,102	2,933,102	0	3,177,849	97.5%
Annual Grant & Sponsorships	95,000	95,000	0	100.0%	115,000	113,500	1,500	95,000	100.0%
Expenditures	11,538,223	11,577,485	(39,262)	100.3%	10,973,721	11,162,297	(188,576)	14,693,976	78.8%
Net Expenditures	7,897,380	7,835,883	61,497	99.2%	7,499,276	7,519,639	(20,363)	9,818,611	79.8%
<b>50 Planning Services</b>									
Revenue/Recoveries	(393,483)	(807,274)	413,791	205.2%	(266,010)	(331,329)	65,319	(596,675)	135.3%
Expenditures	3,505,610	2,999,615	505,995	85.6%	3,296,154	3,027,100	269,054	4,843,688	61.9%
Net Expenditures	3,112,127	2,192,341	919,786	70.4%	3,030,144	2,695,771	334,373	4,247,013	51.6%
<b>Boards &amp; Agencies</b>									
	4,080,205	4,072,400	7,805	99.8%	3,988,263	4,128,485	(140,222)	4,084,177	99.7%
<b>Total Operating:</b>									
Revenue/Recoveries	(73,632,995)	(76,808,496)	3,175,501	104.3%	(70,171,923)	(72,682,265)	2,510,342	(77,591,392)	99.0%
Expenditures	60,484,746	60,321,131	163,615	99.7%	56,920,539	57,281,174	(360,635)	77,591,392	77.7%
Net Difference	(13,148,249)	(16,487,365)	3,339,116	125.4%	(13,251,384)	(15,401,091)	2,149,707	0	

**CORPORATION OF THE MUNICIPALITY OF CLARINGTON**

**Attachment 2 to  
Report FND-016-17**

Continuity of Taxes Receivable  
for the Third Quarter of the Year 2017

	Beginning Balance Receivable June 30, 2017	Interest Added	Taxes Billed	Balance	Payments & Adjustments **	September 2017	September 2016
Current Year							
Taxes	7,571,960		52,920,352	60,492,312	(44,242,352)	16,249,960	16,089,915
Penalty and Interest	74,293	206,847		281,140	(132,764)	148,376	163,240
First Prior Year							
Taxes	2,493,600		199,235	2,692,835	(554,151)	2,138,684	1,946,094
Penalty and Interest	163,494	81,952		245,446	(78,823)	166,623	162,174
Second Prior Year							
Taxes	824,814		3,509	828,323	(176,794)	651,529	532,202
Penalty and Interest	83,000	25,545		108,545	(35,260)	73,285	54,705
Third and Prior Years							
Taxes	132,574		-	132,574	2,578	135,152	107,296
Penalty and Interest	33,291	3,890		37,181	(20,899)	16,282	30,483
<b>TOTAL</b>	<b>11,377,026</b>	<b>318,234</b>	<b>53,123,096</b>	<b>64,818,356</b>	<b>(45,238,465)</b>	<b>19,579,891</b>	<b>19,086,109</b>

\*\* Includes refunds, write-offs, 357's, etc.

**NOTES:**

2017 Interim Instalment months (for all classes): February and April

2017 Final Instalment months (for non-capped classes): June and September

2017 Final Instalment months (for capped classes): August and September

2017 Supplementary Payments Due: September and November

**Municipality of Clarington**

**Investments Outstanding  
As at September 30, 2017**

Issuer	Type	Rating	Purchase Date	Cost	Interest Rate	Maturity date	Maturity Amount
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**General Fund**

One Fund	HISA	NR	17-Sep-16	10,116,071.19		n/a	10,116,071.19	(B)
<b>General fund total</b>				<b>10,116,071.19</b>			<b>10,116,071.19</b>	

**Capital Fund**

**Capital fund total**

-

-

**Non-development Charge Funds (including Strategic Capital)**

RBC	money market	L	28-Sep-17	230,141.00	n/a	30-Oct-17	230,141.00
BNS	GIC	H	30-Oct-12	1,884,365.00	2.50%	30-Oct-17	2,131,986.04
RBC	GIC	H	19-Jun-17	42,323.00	0.75%	18-Dec-17	42,481.28
HSBC	GIC	H	21-Dec-12	1,121,354.00	2.40%	21-Dec-17	1,262,352.30
National Bank	GIC	M	12-Feb-13	1,927,464.00	2.45%	12-Feb-18	2,175,434.89
Tangerine	GIC	H	25-Mar-13	1,254,427.00	2.40%	26-Mar-18	1,412,449.93
RBC	GIC	H	02-May-17	1,000,000.00	1.05%	02-May-18	1,010,500.00
HSBC	GIC	H	13-May-13	321,079.00	2.25%	14-May-18	358,862.84
BNS	GIC	H	03-Jun-13	1,499,069.00	2.30%	03-Jun-18	1,679,576.51
RBC	GIC	H	30-Jul-13	2,341,277.00	2.60%	30-Jul-18	2,661,886.92
Tangerine	GIC	HM	10-Aug-15	672,368.00	1.60%	10-Aug-18	705,160.80
BMO	GIC	H	30-Sep-13	1,174,214.00	2.90%	01-Oct-18	1,354,748.00
Prov NB	coupons	H	27-Jun-13	248,068.78	2.59%	03-Dec-18	285,071.00
RBC	GIC	H	11-Mar-14	1,084,844.00	2.50%	11-Mar-19	1,227,401.41
RBC	GIC	H	17-Mar-14	1,000,000.00	2.50%	18-Mar-19	1,131,408.21
Tangerine	GIC	H	02-May-14	1,000,000.00	2.60%	02-May-19	1,139,019.14

Investments Outstanding  
As at September 30, 2017

Issuer	Type	Rating	Purchase Date	Cost	Interest Rate	Maturity date	Maturity Amount
BMO	GIC	H	17-Aug-14	830,000.00	2.41%	19-Aug-19	935,015.04
BNS	GIC	H	12-Sep-14	1,037,127.00	2.46%	12-Sep-19	1,171,126.20
Manulife Bank	GIC	HM	23-Sep-14	789,343.56	2.50%	22-Sep-19	893,069.79
Tangerine	GIC	H	02-Dec-14	1,191,382.00	2.56%	02-Dec-19	1,351,889.19
Tangerine	GIC	H	18-Dec-14	1,045,809.00	2.56%	18-Dec-19	1,186,704.08
BNS	GIC	H	01-Jun-15	1,500,632.00	2.10%	01-Jun-20	1,664,956.59
BMO	GIC	H	11-Aug-15	2,000,000.00	1.95%	11-Aug-20	2,202,754.75
RBC	GIC	H	11-Aug-15	1,741,656.00	1.95%	11-Aug-20	1,918,220.51
BNS	GIC	H	28-Sep-15	708,582.00	2.10%	29-Sep-20	786,174.27
BMO	GIC	H	15-Oct-15	621,864.00	2.15%	15-Oct-20	691,651.42
BNS	GIC	H	10-Dec-15	1,976,951.00	2.32%	10-Dec-20	2,220,381.86
BNS	GIC	H	10-Dec-15	1,500,000.00	2.32%	10-Dec-20	1,682,263.09
BMO	GIC	H	10-Dec-15	1,500,000.00	2.20%	10-Dec-20	1,672,421.48
HSBC	GIC	H	18-Dec-15	1,182,689.00	2.25%	18-Dec-20	1,321,865.11
HSBC	GIC	H	29-Mar-16	195,399.00	2.18%	29-Mar-21	217,646.57
HSBC	GIC	H	02-May-16	1,001,980.00	2.15%	03-May-21	1,114,256.16
RBC	GIC	H	03-Oct-16	2,000,000.00	1.70%	04-Oct-21	2,175,879.10
BMO	GIC	H	03-Oct-16	1,281,741.00	1.70%	04-Oct-21	1,394,456.73
BMO	GIC	H	05-Oct-16	1,812,000.00	1.70%	05-Oct-21	1,971,346.46
BNS	GIC	HM	21-Dec-16	2,544,990.00	2.00%	21-Dec-21	2,809,874.60
RBC	GIC	H	21-Dec-16	181,765.00	1.80%	21-Dec-21	198,723.46
RBC	GIC	H	31-Mar-17	1,183,651.00	1.80%	31-Mar-22	1,294,084.27
Prov BC	Bond	H	11-Dec-13	2,369,685.75	2.70%	18-Dec-22	2,425,000.00
Prov Manitoba	Bond	H	23-Nov-15	775,928.40	2.45%	02-Jun-25	780,000.00
<b>Non-development charge total</b>				<b>47,774,169.49</b>			<b>52,888,241.00</b>

(C)

(C)

(A)

(A)

**Investments Outstanding  
As at September 30, 2017**

Issuer	Type	Rating	Purchase Date	Cost	Interest Rate	Maturity date	Maturity Amount
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**Development Charge Funds**

One Fund	Bond	NR	08-Aug-00	3,995,486.68		n/a	3,995,486.68	(B)
One Fund	Equity	NR	31-Jan-07	500,000.00		n/a	500,000.00	(B)
RBC	GIC	H	12-Jun-17	215,842.00	0.75%	11-Dec-17	216,649.19	
National Bank	GIC	HM	20-Dec-13	1,300,000.00	2.75%	20-Dec-18	1,488,855.35	
BNS	GIC	H	21-Dec-16	1,128,572.00	1.80%	21-Dec-21	1,233,866.47	
Prov Ontario	Bond	H	19-Dec-13	2,403,350.00	2.85%	02-Jun-23	2,500,000.00	(A)
<b>Development charge total</b>				<b>9,543,250.68</b>			<b>9,934,857.69</b>	

**Total Investments**

**67,433,491.36**

**72,939,169.88**

Note that interest is annual compounding with the exception of the following:

(A) Bond interest is paid semi-annually

(B) Pooled Investment Fund

(C) Annual interest

Municipality of Clarington

Debenture Repayment Schedule As of January 1, 2018									
Year	Indoor Soccer Lacrosse	RRC CCD space	RRC Improvements	MAC Improvements	Green Road Grade Separation	Newcastle Library	Courtice Library	Newcastle Aquatic	Total
2018	164,093.85	104,942.45	86,760.21	111,327.96	538,772.66	558,787.14	78,904.97	1,759,687.50	3,403,276.74
2019	165,174.58	104,831.80	84,141.23	107,967.35	541,802.38		78,146.32	1,757,651.34	2,839,715.00
2020	164,755.07	104,715.46	84,010.16	107,799.19	544,416.38		78,341.53	1,604,355.98	2,688,393.77
2021	163,863.49	104,593.15	83,946.43	107,717.40	546,559.49		78,465.50	1,054,141.30	2,139,286.76
2022	163,542.75		83,964.94	107,741.15	546,559.49		78,488.31	1,006,711.96	1,987,008.60
2023	162,800.11		83,859.28	107,605.57	546,276.36		78,425.64		978,966.96
2024	160,675.42		83,823.08	107,559.13	553,240.30		78,249.84		983,547.77
2025+			668,981.96	858,416.52	2,693,604.53		546,030.80		4,767,033.81
	1,144,905.27	419,082.86	1,259,487.29	1,616,134.27	6,511,231.59	558,787.14	1,095,052.91	7,182,548.08	19,787,229.41
Principal at January 1, 2018	1,033,000.00	339,154.57	1,010,000.00	1,296,000.00	5,332,600.00	529,000.00	931,000.00	6,595,000.00	17,065,754.57
Principal at January 1, 2019	896,000.00	248,296.31	950,705.28	1,219,914.89	4,958,600.00	-	871,000.00	5,083,000.00	14,227,516.48
Interest Rates	1.35% to 3.35%	5.12%	1.7% to 3.45%	1.7% to 3.45%	1.35% to 3.8%	4.9% to 5.2%	1.15% to 2.8%	4.5% to 4.75%	

NOTE:

2018 Newcastle Library has a balloon payment of \$452,000 to be financed from Library Development Charge Reserve Fund, Library Capital RF and tax levy.

**MUNICIPAL DEVELOPMENT CHARGES**  
January to September YTD

<b>RESIDENTIAL</b>	2017		2016	
	Municipal Development Charges Paid	Number of Units	Municipal Development Charges Paid	Number of Units
Single/Semi- Detached				
-New construction	\$ 5,037,330.00	307	4,954,784	315
-Additions	\$ -	-	15,985	1
Townhouse	\$ 216,801.00	19	2,273,872	184
Apartment	\$ 1,928,736.00	237	1,155,302	281
<b>TOTAL:</b>	<b>\$ 7,182,867.00</b>	<b>563</b>	<b>\$ 8,399,943.27</b>	<b>781</b>

Change in DC paid from prior year: -14.5%

Change in DC units from prior year: -27.9%

<b>NON-RESIDENTIAL</b>	2017		2016	
	Municipal Development Charges Paid		Municipal Development Charges Paid	
Commercial			\$ 48,993.31	
-New construction	\$ 372,802.29			
-Additions	\$ 20,744.28			
Industrial			\$ -	
-New construction	\$ 274,617.72			
-Additions	\$ -			
Agricultural	\$ -		\$ -	
Government	\$ 8,104.78		\$ 4,665.20	
Institutional	\$ -		\$ -	
<b>TOTAL:</b>	<b>\$ 676,269.07</b>		<b>\$ 53,658.51</b>	

Change in DC paid from prior year: 1160.3%

Municipality of Clarington

Attachment 5 to  
Report FND-016-17

Municipal Development Charges Incentives  
As of June 30, 2017  
Under By-law 2015-035

<u>Date</u>	<u>Property</u>	<u>Value</u>	<u>Incentive</u>
<u>Residential</u>			
Jan-16	105 Queen Street, Bowmanville	413,822.26	Mid-Rise Residential
Residential Incentives to Date		<u>\$ 413,822.26</u>	
<u>Non-Residential</u>			
Jul-15	222 King Street East, Bowmanville	110,671.30	Medical Exemption
Oct-15	21 King Avenue East, Newcastle	3,636.08	Revitalization Small Business
Feb-16	222 Baseline Road East, Bowmanville	13,279.78	Existing Industrial Development
Feb-16	28 King Avenue East, Newcastle	937.96	Revitalization Small Business
Apr-16	70 Mearns Court, Bowmanville	1,470.67	Existing Industrial Development
Oct-16	2323 Highway 2, Bowmanville	15,985.00	Conversion Residential to Commercial
Oct-16	70 Mearns Court, Bowmanville	8,232.17	Existing Industrial Development
Feb-17	48 Britton Court, Bowmanville	24,676.61	New Industrial Development
May-17	5314 Main Street, Orono	974.18	Revitalization Small Business
Jun-17	1726 Baseline Road, Courtice	10,190.86	New Industrial Development
Non-Residential Incentives to Date		<u>\$ 190,054.61</u>	
Total Value of Incentives to Date		<u><u>\$ 603,876.87</u></u>	



November 3<sup>rd</sup>, 2017

Municipality of Clarington  
40 Temperance Street  
Bowmanville, ON

Attention: Samantha Gray

Dear Ms. Gray

**Re.:** MTO – Hwy #115 Culverts (Contract #MTO-2017-2012) Noise By-Law Exemption Request

R.W. Tomlinson would hereby like to request a Noise By-Law exemption under the MTO Contract 2017-2012. We are requesting that the construction activity hours on Sunday be extended from 10am to 4pm to 7am to 7pm. Our foreman on site has asked the neighbors and it is to my understanding that they have no issues. From a geotechnical perspective, it is best that once we start drilling the new culvert under the highway that we only stop for short amounts of time.

Should you have any additional questions and or concerns contact the undersigned.

Sincerely,

**Ryan Paquette B.Eng.**  
**Project Coordinator**

R.W. Tomlinson Limited

Office: (613) 822-1867

Cell: (613) 809-0135

Fax: (613) 822-6844

E-Mail: [rpaquette@tomlinsongroup.com](mailto:rpaquette@tomlinsongroup.com)

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