
HALDIMAND COUNTY

Report HRD-05-2020 Employee Benefit Plan Renewals 2020

For Consideration by Council on May 19, 2020



OBJECTIVE:

To approve the 2020 Employee Group Benefits insurance plan renewals for eligible Haldimand County employees, Volunteer Firefighters, Members of Council and retired employees.

RECOMMENDATIONS:

1. THAT Report HRD-05-2020 Employee Benefit Plan Renewals 2020 be received;
2. AND THAT Memorandum HRD-M01-2020 Addendum to Report HRD-05-2020 Employee Benefit Plan Renewals 2020 be received and remain confidential;
3. AND THAT Sun Life's monthly employee benefit plan renewal premium rates, plus applicable taxes, identified as "Negotiated Renewal Costs" in Attachment #1 to Closed Session Memorandum HRD-M01-2020, be approved effective July 1, 2020;
4. AND THAT \$56,525 be withdrawn from the surplus funds held in the Sun Life Deposit fund in order to receive the applicable Ontario Retail Sales Tax rebate for the 2017 policy year, with the refunded amount to be transferred to the Employee Benefits Reserve Fund.

Prepared by: Heather Scott, Coordinator, Benefit Services

Reviewed by: Megan Jamieson, Director, Human Resources

Respectfully submitted: Cathy Case, General Manager of Corporate & Social Services

Approved: Craig Manley, MCIP, RPP, Chief Administrative Officer

EXECUTIVE SUMMARY:

This report reflects the proposed 2020 renewal rates for Extended Health Care, Dental, Long Term Disability (LTD) and Life Insurance benefits for eligible Haldimand County Council members, employees, retirees and volunteer firefighters. The level of benefits provided to each particular group, are approved throughout the year via Council reports on negotiating parameters and collective agreement ratification, benefits changes, etc. This report strictly deals with the annual plan premiums related to the level of benefits already approved by Council.

The proposed 2020 renewal rates include increases to Basic Life (+8%), LTD premiums (+10%) and Extended Health Premiums (+4%); with a reduction to Dental premiums (-3%). Industrial Alliance Insurance and Financial Services (IAF) and VFIS of Canada (VFIS) are not proposing any changes to the current Accidental Death & Dismemberment (AD&D) insurance rates.

Compared to the December 2019 benefits forecast, the 2020/2021 renewal is reflecting a higher than expected increase overall. In December 2019, a memo was presented to Council predicting a total increase in premiums of 2.9% based on the 8 months of data available at that time. Now, having the full 12 months of data available, the increase is coming in at 3.8%. The increase is primarily associated with increased experience in Extended Healthcare rates, offset partially by anticipated savings in Dental

rates. The total increase in annual premiums of 3.8% equates to approximately \$96,700 with tax, bringing the total annualized cost of Extended Health Care, Dental, LTD and Life Insurance for Haldimand County staff and retirees, including the proposed renewal rate increases to approximately \$2,611,000.

In aggregate, the financially-accounted health and dental benefits operated in a surplus position for the past year. After fully funding the Claims Fluctuation Reserve, a surplus of \$53,665 has been transferred to the County's deposit account, bringing the balance as of December 31, 2019, to \$265,382. Related to these accumulated premium surpluses, the County is eligible for a Retail Sales Tax (RST) credit if the funds are returned within four years of the end of the original policy year. In order to secure the RST refund of \$4,497.20 for the 2017 policy year, the County must withdraw \$56,525 from the deposit account held by Sun Life prior to December 31, 2021. This refunded amount is recommended to be transferred to the County's Employee Benefits Reserve Fund.

BACKGROUND:

Haldimand County provides Employee group benefits for Extended Health Care, Dental Care, Life Insurance, Long Term Disability and Accidental Death and Dismemberment (AD&D) or all eligible full-time employees, members of Council, certain retirees and on-duty volunteer firefighters. The County also coordinates optional AD&D insurance for off-duty volunteer firefighter benefits, at their own expense.

The Group Benefits Program for the Corporation of Haldimand County is underwritten by Sun Life Assurance Company of Canada, with the exception of the AD&D. The AD&D Insurance is underwritten by IAF, Special Markets Solutions for eligible full time employees and Council members, while VFIS underwrites the AD&D benefits for eligible volunteer firefighters.

Annually, the County utilizes the services of a benefits consultant, Mosey & Mosey. The services provided by the consultant assists the County in data and market analysis, renewal negotiations, budget forecasting, collective bargaining support and control of plan expenditures. The consultant allows the County to minimize the internal resources required to effectively manage the complex employee group benefits program. For the purposes of this report, the consultant has analyzed the premium rate changes and negotiated with the underwriters on the County's behalf, noting multiple areas where negotiations resulted in a lower increase than initially presented by the provider.

This report reflects the fourth renewal period since the contract was awarded in February 2016.

ANALYSIS:

Proposed 2020 employee group benefits insurance premium rate changes, as recommended by the County's benefits consultant, are summarized in the following table. These changes to the Employer paid premium rates are for the current policy coverages and do not consider any future changes in the type or extent of benefits covered by the various insurance plans, such as those approved through collective agreement negotiations/arbitration awards.

BENEFIT	CARRIER	GROUP COVERED	RENEWAL DATE	PROPOSED 2020 PREMIUM IMPACT
Extended Health Care	Sun Life	Eligible Employees, Council and Retirees	July 1, 2020	+4.0%
Dental	Sun Life	Eligible Employees, Council and Retirees	July 1, 2020	-3.0%

Life Insurance	Sun Life	Eligible Employees, Council, Volunteer Firefighters and Retirees	July 1, 2020	+8.0%
Long Term Disability	Sun Life	Eligible Employees	July 1, 2020	+10.0%
Accidental Death and Dismemberment	Industrial Alliance Pacific (SMS)	Employees and Council	March 1, 2020	No Change
On-Duty Accidental Death and Dismemberment	VFIS of Canada	Volunteer Firefighters	July 1, 2020	No Change

In the past, Council has requested a complete copy of the Renewal Rate Report, prepared by Mosey & Mosey. Given that it contains information that can be attributed to identified individual(s), this report is being provided as a closed session addendum through Memorandum HRD-M01-2020. The negotiated renewal rates identified in the addendum are based on the monthly premium rates for employees currently covered by the respective groups and include the applicable 8% retail sales tax. The actual cost of each insurance plan can fluctuate because the number of employees in each group who are eligible for benefits on a monthly basis, changes throughout the year, as does an individual's election of single or family coverage. Actual costs are provided to Council through normal variance reporting methods.

The following provides a summary explanation of the renewal for each category of benefit.

Accidental Death and Dismemberment

This insurance coverage is for current eligible full time employees and Members of Council. The Accidental Death and Dismemberment (AD&D) rates remain unchanged, effective March 1, 2020.

Volunteer Firefighters Accidental Death and Dismemberment

The County provides Accidental Death and Dismemberment (AD&D) insurance in the amount of \$100,000 for On Duty Coverage for the Volunteer Firefighters (VFF's). The County pays 100% of the premium for On Duty Coverage for the approved complement of VFF's. Also available is optional AD&D insurance in the amount of \$100,000 for Off Duty Coverage, which is paid for by those individual VFF's who elect to enroll. VFIS of Canada rates remain unchanged for the July 1, 2020 renewal.

Basic Life

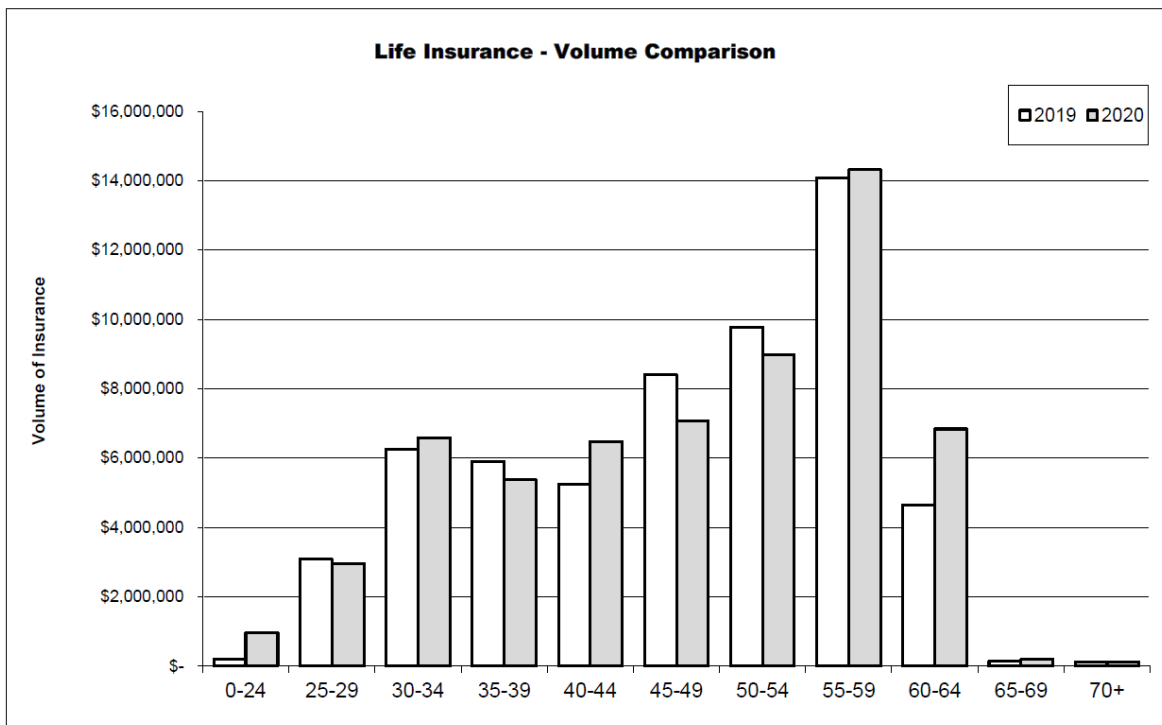
The Life Insurance benefit is underwritten on a partially experience-rated/partially pooled basis. A certain degree of credibility is applied to the claims experience under the Life Insurance benefit and is considered in the renewal calculations.

Sun Life uses the most recent 5 years of claims experience when calculating their renewal (see pages 5 to 8 in Attachment 1 of Closed Session Memorandum HRD-01-M01-2020 for full details). The total paid Life Insurance claims for the 5 year period ending January 31, 2020 are \$562,000, for five claimants, of which two claims were during this past year.

In addition to the County's actual claims experience, the following are considered in determining the renewal rates:

1. **Conversion charges** – These are the charges assessed against the plan for those individuals who convert their group insurance coverage to an individual policy following termination of their group coverage. There were 4 individuals who converted their Life Insurance coverage during the 5 year period February 1, 2015 to January 31, 2020. When converting, there is not a requirement to submit evidence of insurability, therefore the risk to the insurer is higher than under usual circumstances. The total amount of coverage converted was \$155,000 and the total of the conversion charges was \$22,205.
2. **Required Reserves for Incurred but Not Reported claims (IBNR reserves)** – These are the reserves held by the insurer to reflect the liability for claims that have potentially been incurred, but not yet reported to the insurer. In the event of plan termination, the insurer would use these reserves to pay any claims which were incurred prior to, but which are settled following, the plan termination.
3. **Waiver of Premium Reserves** – These reserves are held by the insurer to reflect the liability for future claim payments to those individuals who are disabled and whose Life Insurance coverage is being continued without premium payment. There are currently 6 open active Waiver of Premium claims; of these, 3 were incurred on or after February 1, 2015 (during the renewal analysis period). The total amount of the Waiver of Premium Reserves held in relation to these 3 claims is \$71,081 and the total amount of Life Insurance of these 3 claimants is \$326,000.
4. After the above is taken into consideration, the balance of the renewal premium is based on the age, sex and volume of insurance for eligible employees. These factors are considered the “manual rate” that applies to the premium and represents the pooled portion of the premium.

The following employee demographics information, for the current renewal and last year’s renewal is shown to illustrate what the manual rate is based on.



Based on a combination of the claims experience and the manual rate structure, an 8% increase is required to the Life Insurance premiums rates at the renewal on July 1, 2020. This equates to a total

increase of approximately \$15,000 annually. Staff anticipated this increase would have been higher given significant Basic Life claims paid out in 2019.

Long Term Disability

The Long Term Disability Insurance benefit is underwritten on a partially experience-rated/partially pooled basis. The County's claims experience under the Long Term Disability Insurance benefit is a factor that is considered in the renewal calculations. The balance of the renewal calculation is based on the demographics (age, sex and volume of insurance) of the insured employees. This demographic information determines the "manual rate" that applies to the group and represents the pooled portion of the underwriting arrangement.

Sun Life used the most recent 5 years of claims experience for the Long Term Disability Insurance benefit in their renewal calculations, with a renewal period of February 1st to January 31st (see pages 8 to 12 in Attachment 1 of Closed Session Memorandum HRD-01-M01-2020 for full details).

There were 12 County employees who received Long Term Disability benefit payments during the period February 1, 2015 to January 31, 2020, with payments totalling \$972,919. Six of these individuals became totally disabled prior to February 1, 2015 and, in this regard, the amount of their benefit payments are not considered in the renewal calculations. The six individuals who became disabled after February 1, 2015 that fall into this 5 year renewal calculation period received LTD payments totalling \$174,900.

In addition to paid LTD claims, the Disabled Life Reserves (DLR) impacts premiums. The DLR is held to fund future claim payments for the individuals who are disabled. Three of the six claims incurred on or after February 1, 2015 have since closed and do not impact the reserve requirements. There is also one pending LTD claim. The amount of the DLR held in relation to the 3 open and 1 pending claims incurred on or after February 1, 2015 is \$919,392.

Sun Life's original proposal indicated a 15% increase, however, Mosey & Mosey's analysis suggested that a portion of the increase was due to Sun Life's significant changes on a corporate wide basis to their manual rate that impacts the employee demographic data. Sun Life's entire block of LTD business has experienced not only an increase in LTD claims, but also longer duration claims and higher LTD payouts. This demographic factor, partnered with a low interest rate environment which has impacted the funding of the LTD claim payments and reserves, caused Sun Life to adjust their manual rate structure.

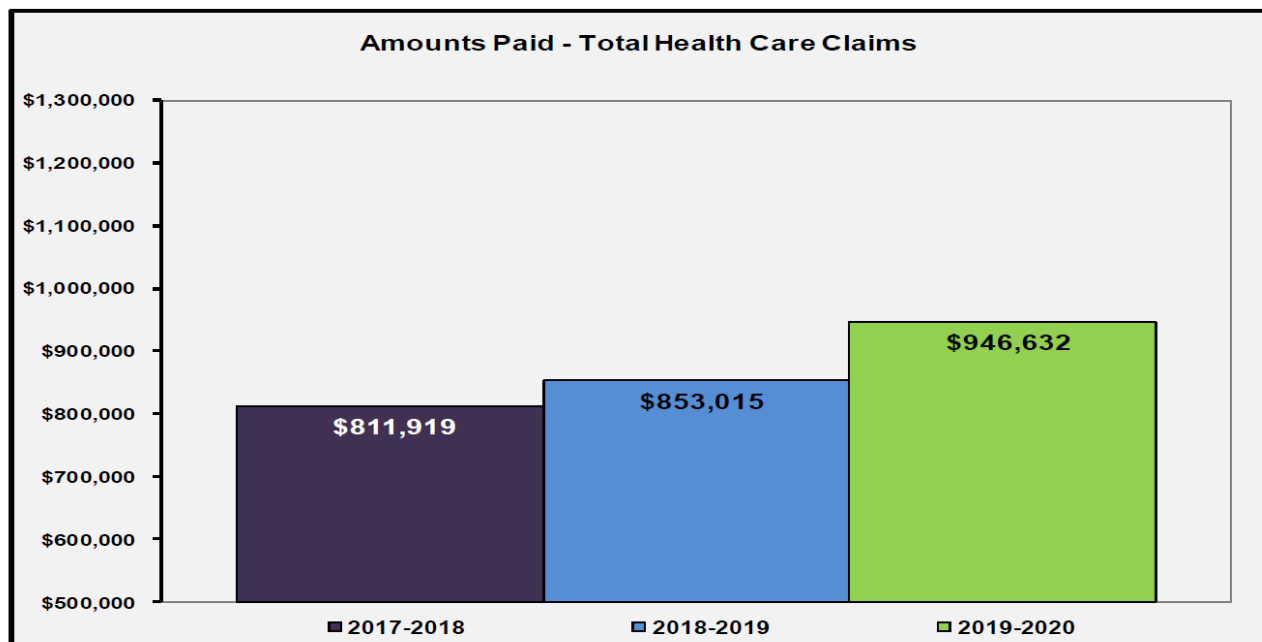
After negotiations by Mosey & Mosey, the Long Term Disability Insurance premium rates were limited to an increase of 10%, effective July 1, 2020. This equates to a total increase of approximately \$46,900 on an annual basis.

Extended Health Care

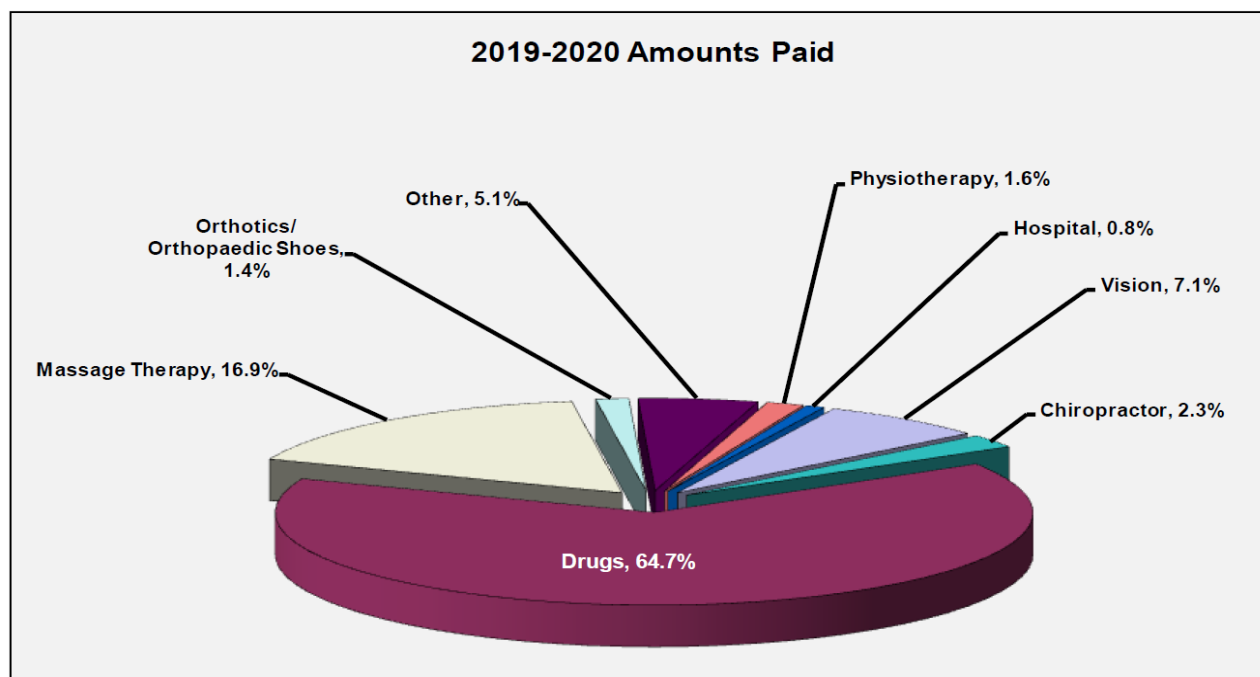
The Extended Health Care benefits are provided through Sun Life and are determined solely on the County's experience rating. The objective in determining the renewal premium rates is to ensure that the premiums generated during the policy year are sufficient to fund:

- i. the claims paid during the policy year;
- ii. the pooling charge assessed by Sun Life for the Large Amount/Out-Of-Canada Pooling arrangement; and
- iii. the administration charges under the plan

For the period February 1, 2019 to January 31, 2020, the amount paid for aggregate extended health claims has increased by approximately 11% when compared to the previous policy year as shown in the chart below.



A breakdown of the 2019/2020 Extended Health Care claims, by claim type is provided below.



Sun Life originally proposed an increase of 13% for the Extended Health Care premium based on the information above; however, Mosey & Mosey's analysis, using a four year average annual trend in their calculations, indicated that a premium rate increase of 4% was more appropriate. Sun Life agreed with Mosey and Mosey's position. The renewal calculations are outlined below to substantiate the 4% increase in Extended Health Care premiums for the 2020/21 period. This equates to a total increase of approximately \$51,700 on an annual basis:

Extended Health Care

A	Paid Premium	\$	1,128,583
B	Adjusted Premium ¹		1,160,243
C	Pooling Charge ²		(75,820)
D	Non-Pooled Adjusted Premium (B+C)		1,084,423
E	Paid Claims		1,047,620
F	Pooling Credit ³		(100,929)
G	Non-Pooled Claims (E+F)	\$	946,691
H	Incurred Loss Ratio (G+D)		87.3%
I	Trend ⁴		7.0%
J	Adjusted Loss Ratio (H x [1+I])		93.4%
K	Retention Factor (Target Loss Ratio) ⁵		90.15%
L	Required Premium Rate Adjustment ([J÷K]-1)		4%

Notes:

- 1 The premium rates for the Extended Health Care benefit increased by 7% at the renewal on July 1, 2019. The premiums paid for the period February 1, 2019 to June 30, 2019 have been adjusted to reflect the renewal premium rate increase.
- 2 The Pooling Charge is 7.16% of Extended Health Care Non-Pooled Claims.
- 3 There were \$100,929 in claims which qualified under the Out-Of-Canada and Large Amount Pooling arrangements. The Out-Of-Canada claims (pooled from the first dollar) were \$100,929 (7 claimants). There were no paid claims which exceeded the \$50,000 Large Amount Pooling point.
- 4 The annual inflation/utilization trend utilized is 4.9%. Industry standards range from 11.0% to 14.0% per annum. In accordance with industry standards, the inflationary/utilization trend has been adjusted to 7.0% to reflect the five month lag time from the end of the claims experience review period (January 31st) and the effective date of the renewal (July 1st). The inflationary/ utilization trend applied by all insurers results from the introduction and release new high cost medications and prescription drugs entering the marketplace, the expected increase in utilization due to an aging workforce, and the increased utilization of health services in general.
- 5 Target Loss Ratio determined based on Insurer Expenses of 9.85% of premium.

Large Amount Pooling

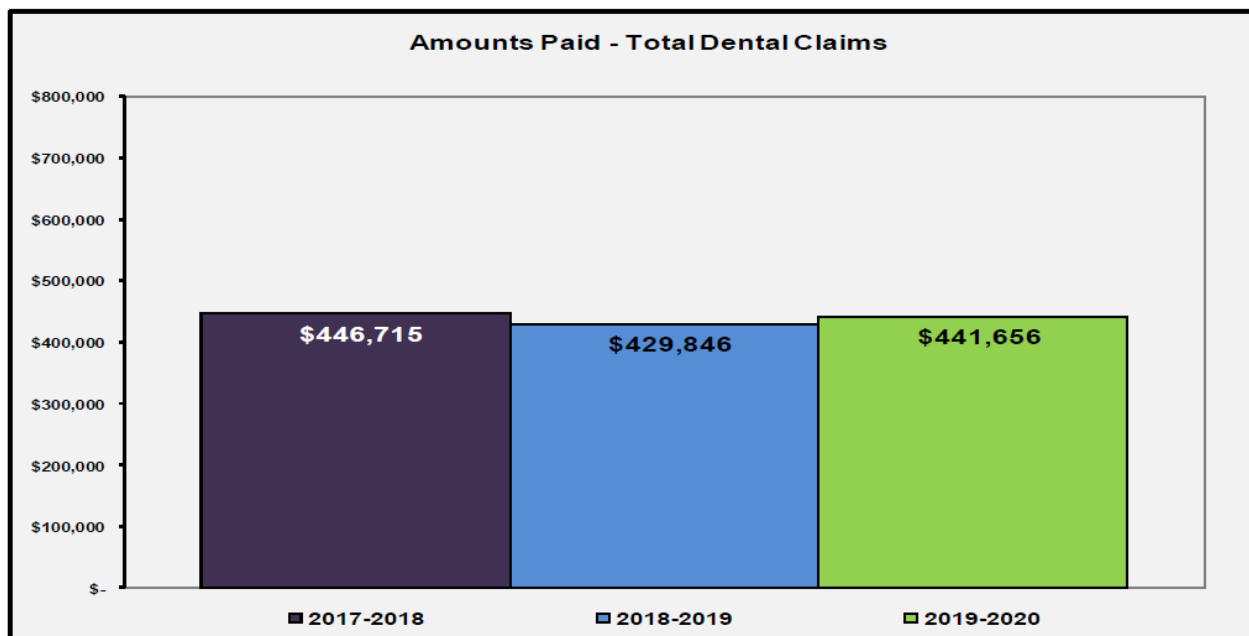
For Large Amount Pooling insurance, the County has an amount of \$50,000 for protection against the impact of unusually large extended health care claims. In the last year, \$100,929 (item F in above chart) in claims was removed from the County's claims experience as a result of this pooling (see page 16 in Attachment 1 of Closed Session Memorandum HRD-01-M01-2020 for details). Also, effective January 1, 2020, Sun Life has decreased the pooling charge from 7.98% to 7.16% (item C in above chart), which will result in an annual premium decrease of approximately \$7,800.

Dental

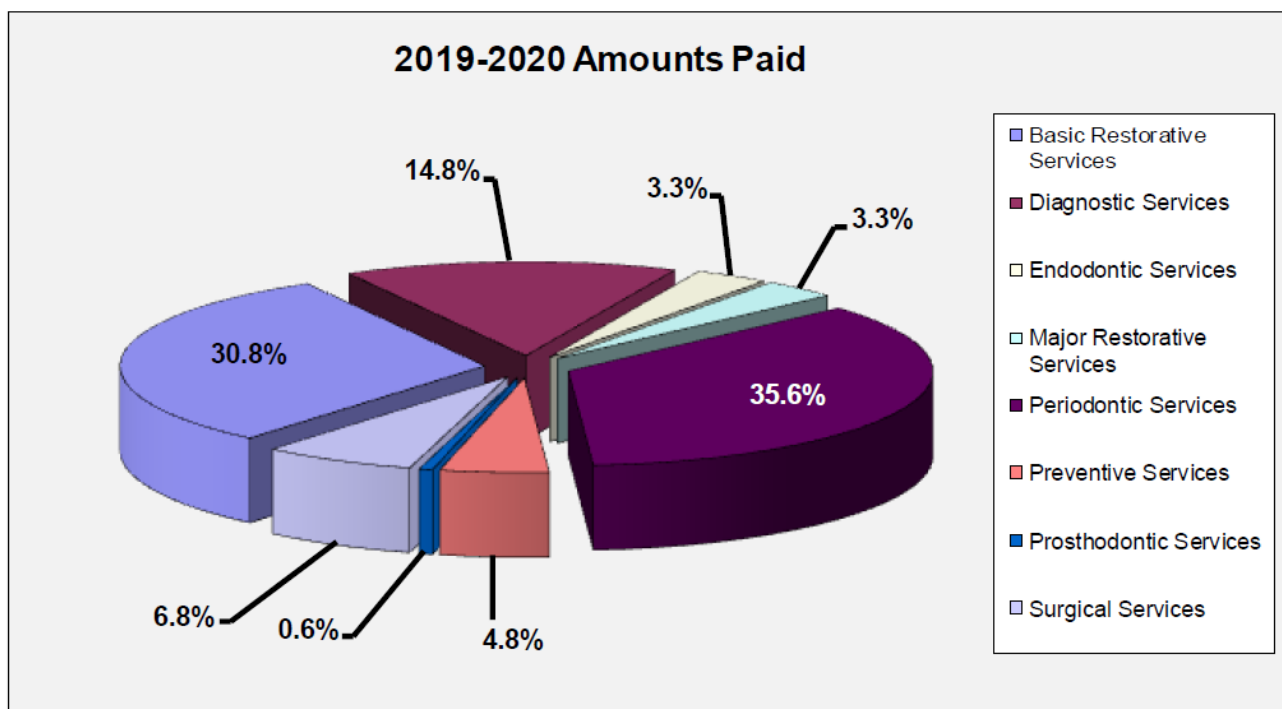
The Dental benefits are provided through Sun Life and are determined solely on the County's experience rating. Like Extended Health Care, the objective in determining the renewal premium rates is to ensure that the premiums generated during the policy year are sufficient to fund the claim costs and related administrative charges.

The aggregate Dental claims experience for Haldimand County increased by approximately 3% in the 2019-2020 Policy Year, when compared to the claims level exhibited in the 2018-2019 Policy Year. This follows a decrease of 4% in the 2018-2019 Policy Year.

A comparison of the total amount of the Dental claims paid in the 2019-2020 Policy Year and in the two preceding Policy Years is provided below:



A breakdown of the 2019/2020 Dental claims type is provided below:



Sun Life originally proposed an increase of 3% to the dental premium rates which aligned with last year's experience; however, Mosey & Mosey's analysis, using a four year average, indicated that a premium rate reduction of 3% was warranted. After review, Sun Life agreed to Mosey and Mosey's reduction.

The renewal calculations are outlined below to substantiate the 3% decrease in Dental premiums. This equates to a total decrease of approximately \$16,900 on an annual basis:

Dental

A	Paid Premium	\$	534,457
B	Adjusted Premium ¹		520,597
C	Paid/Incurred Claims	\$	441,657
D	Incurred Loss Ratio (C÷B)		84.8%
E	Trend ²		3.3%
F	Adjusted Loss Ratio (D × [1+E])		87.6%
G	Retention Factor (Target Loss Ratio) ³		90.15%
H	Required Premium Rate Adjustment ((F÷G)-1)		-3%

Notes:

- 1 The premium rates for the Dental benefit reduced by 6% at the renewal on July 1, 2019. The premiums paid for the period February 1, 2019 to June 30, 2019 have been adjusted to reflect the renewal premium rate reduction.
- 2 An annual utilization trend (inclusive of the Ontario Dental Association (ODA) fee guide adjustment of 1.27%) of 2.7% has been applied to reflect the expected increase in claims from one year to the next. Industry standards range from 7% to 9% per annum. The utilization trend has been adjusted to 3.3% to reflect the five month lag time from the end of the claims experience review period (January 31st) and the effective date of the renewal (July 1st).
- 3 Target Loss Ratio determined based on Insurer Expenses of 9.85% of premium.

2019 Financial Results

Given that the Extended Health Care and Dental benefits are based fully on claims experience, there is an annual accounting and reconciliation of the financial results related to the Extended Health Care and Dental benefits.

For the 2019 policy year, in aggregate, the Extended Health Care and Dental benefits operated in a surplus position, generating a surplus of \$55,564. The surplus is first used to top up any shortfall in the Sun Life Claims Fluctuation Reserve (CFR), with the balance transferred to the Sun Life Deposit Fund.

The required level for the CFR is 15% of the current annualized premium, being \$248,963 for the 2020 policy year. The balance of Haldimand County's CFR was \$247,064 and therefore, \$1,899 of the 2019 policy year surplus has been transferred to the CFR to bring it to the fully-funded level. The remainder of the 2019 policy year surplus, \$53,665, has been transferred to the Deposit Fund held by Sun Life, bringing the total, as at December 31, 2019, to \$265,382. Haldimand County may seek a refund of the surplus funds held by Sun Life; however, historically, the Deposit Fund has been maintained at about \$200,000, which is equivalent to approximately one month's premiums.

In order to be eligible for a refund of the Ontario Retail Sales Tax (RST), which has been previously paid on the related surplus premiums, Haldimand must request a refund from the Sun Life Deposit Fund within four years of the end of the applicable policy year. For the policy year ending December 31, 2017, Haldimand has a potential RST credit of \$4,497.20 which expires on December 31, 2021. In order to secure this RST refund of \$4,497.20, Haldimand County must withdraw \$56,525 from the Sun Life Deposit Account prior to December 31, 2021. Staff recommends this action be taken and that the refunded amounts be deposited into the Employee Benefits Reserve Fund.

Retention/Administration Charges

The Retention under the Extended Health Care and Dental plan represents Sun Life's administration charges, commissions and taxes associated with the plan. Increases have already been applied to the plan effective January 1, 2020. The Retention is comprised of the following:

- **General Administration Charges:** The charges assessed by Sun Life for the provision of all services required to operate the plan, other than the actual payment of claims. This includes the preparation of employee booklets, contracts and billing administration. The following table depicts the annual charges since 2015. In 2016 when the RFP was awarded to Sun Life, the contract stipulated that the first three years would not see a general administration fee increase. Although negotiations for 2020 began at a rate of 3.48%, Mosey & Mosey were able to negotiate to a lower increase of 2.75%, which is in line with other comparable municipalities. Using the 2019 policy year financial report, this increase would equate to approximately \$9,100 annually.

Year	General Administration Charge (% of Paid Premiums)
2015	3.1
2016	2
2017	2
2018	2
2019	2.2
2020	2.75

- **Claims Administration Charges:** The charges assessed by Sun Life for the adjudication and payment of claims under the plan and are determined by Sun Life on the basis of a percentage of the paid claims. See chart below for negotiated increases.

Administration Charge	Basis	Current Charge	Initially Proposed		Negotiated	
			Renewal Charge	Change	Renewal Charge	Change
Claims Administration						
Extended Health Care Drug Card	Percent Of Incurred Claims (drug card)	3.32%	4.10%	23.5%	3.65%	9.9%
Electronic Submission / Electronic Reimbursement	Percent Of Incurred Claims (electronic)	3.06%	3.80%	24.2%	3.38%	10.5%
Paper Submission / Electronic Reimbursement	Percent Of Incurred Claims (mixed)	3.23%	4.00%	23.8%	3.56%	10.2%
Paper Submission / Paper Reimbursement	Percent Of Incurred Claims (paper)	3.61%	4.45%	23.3%	3.96%	9.7%
Dental	Percent Of Incurred Claims	3.30%	4.10%	24.2%	3.65%	10.6%

- **Risk Charge:** The charge assessed by Sun Life to account for their potential financial liability under the plan. As a result of the Terminal Deficit Hold Harmless agreement between Sun Life and Haldimand County, the County is responsible for paying Sun Life the amount of any deficit which may exist at the time of plan termination. Therefore as a result of this special agreement, the Risk Charge is 0.0% of paid premiums.
- **Profit Charge:** The amount of the Profit Charge under the Haldimand County plan is 2.48% of the paid premium under the plan. However, as a result of the Terminal Deficit Hold Harmless agreement between Sun Life and Haldimand County, a reduced Profit Charge of 0.55% of paid premiums is applicable.

In addition to the above charges, commissions are paid at a rate of 0.90% to Mosey& Mosey Benefit Plan Consultants as well as Premium Taxes of 2% that are required to be paid to the Government of

Ontario in relation to all insurance premiums. This Premium Tax is calculated based on the paid premiums under the plan and separate from the Ontario Retail Sales Tax, which is paid by Haldimand County.

All Retention/Administration Charges noted above, are included in the proposed premium increases for Extended Health Care and Dental outlined in this report.

FINANCIAL/LEGAL IMPLICATIONS:

The Sun Life renewal rates for eligible County employees, Council members, retirees and Volunteer Firefighters' insured benefit coverages, as outlined in this report, will result in a net annualized increase in premiums, on a combined basis, of approximately \$96,700 including tax or an increase of 3.8%. The proposed Sun Life renewal premiums equate to a total annualized expense of \$2,611,000, including tax, based on the current employee enrolment and plan coverage. In addition, other insurers are paid AD&D annual premiums of about \$26,200 (approximately \$10,000 for Council members and full-time employees; and \$16,200 for volunteer firefighters).

The 2020 Tax-Supported and Rate-Supported Operating Budgets were prepared as outlined in Closed Session Memorandum HRD-M01-2019 in December 2019 based on a projection using the 8 month experience period ending September 30, 2019. Accordingly, the assumptions included did not account for the known experience since October 2019 resulting in the following discrepancies:

Benefit Type	2020 Budgeted Renewal Rates effective July 1, 2020 () indicates Decrease %	Actual Renewal Rates, effective July 1, 2020 %	Estimated 2020 Surplus/ (Deficit) \$
Extended Health Care	1.0	4.0	19,170
Dental	(2.0)	(3.0)	(2,740)
Long Term Disability	8.0	10.0	5,070
Life Insurance	18.0	8.0	(5,960)
AD&D	0.0	0.0	0
Total			15,540

As shown above, it is anticipated that the proposed insurance renewals will result in a net 2020 shortfall of approximately \$15,540 based on the July 1st renewal date. The difference is primarily related to the most recent claims experience for extended health care, being that the last four months of the policy year were 10.9% higher than the average monthly claims in the first 8 months. This projected shortfall is based on the budgeted staff complement included in the 2020 operating budgets and will fluctuate due to changes in actual eligible employees, changes in family status, staff vacancies or council-approved staffing initiatives. This deficit will be absorbed into the operating budget variance on a corporate basis and will be reported through the regular variance reporting process.

The County has an Employee Benefits Reserve Fund which can be used to partially offset significant increases in benefit premium costs, if required. The fund currently has an unaudited balance of approximately \$2,199,000 as at December 31, 2019. Given the balance of the Employee Benefits Reserve Fund, the County is in an excellent position to offset any future benefit insurance cost increases. In fact, a review of this Reserve Fund should be undertaken in future years to determine whether some of the monies should be used to help fund other employee benefit liabilities, such as workers' compensation or unfunded sick leave liability.

Upon receipt of the December 31, 2019 financial statements from Sun Life, staff analyzed the internally held Post Employment Benefits Reserve Fund (held for Haldimand County retirees). This review confirmed that sufficient funds have been accrued and held in this reserve fund to cover the current benefit insurance premiums for the existing retirees. The unaudited balance as at the end of 2019 is approximately \$987,900.

STAKEHOLDER IMPACTS:

Not applicable.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

None.