



The Corporation of the Municipality of Brooke-Alvinston
COUNCIL AGENDA
THURSDAY, November 28, 2019
Kelly Drain Branch No. 4 Court of Revision – 6:45 p.m.
Regular Council Meeting– 7:00 p.m.
Municipal Office

1. **CALL TO ORDER**
2. **DISCLOSURE OF PECUNIARY INTEREST**
3. **MINUTES**
 - 3.1 Regular Council Meeting Minutes of November 14, 2019
4. **BUSINESS ARISING FROM THE MINUTES**
4. **DELEGATIONS & TIMES EVENTS**
5. **CORRESPONDENCE**
 - i-a) **Municipality of Brooke-Alvinston**
 - Minor Variance Meeting Notice
 - Consent Meeting Notice
 - i-a) **County of Lambton**
 - Vacancy Tax Rebate Information
 - Florence Library Reopens
 - i-c) **AMO**
 - Watchfile Nov 14, 21
 - Public Health & Health Services Consultation
 - Blue Box Regulation Information
 - i-d) **Province**
 - Job Site Challenge Information
 - ii - a) **Correspondence Requiring Action**
 - Douglas Family (Brooke-Alvinston Christmas Meal), Request for Support
6. **STAFF REPORTS**
 - 6.1 **Clerk Administrator's Report**
 - i) Lambton OPP contract
 - ii) 3202 Park Street, Inwood – surplus
 - 6.2 **Treasurer's Report**
 - i) Municipal Modernization Program – Verbal Report
 - 6.3 **Public Work Manager's Report**
 - i) Summary Report
 - 6.4 **Drainage Superintendent Report**
 - i) 9-10 Sideroad Drain
7. **BY-LAWS**
8. **NEW BUSINESS**
 - 9.1 IFA Lease Agreement
9. **CLOSED SESSION**
10. **RISE AND REPORT**
11. **BY-LAWS CONFIRMING PROCEEDINGS**
12. **ADJOURNMENT**



The Corporation of the Municipality of Brooke-Alvinston

MINUTES – November 14, 2019
Regular Session

The Council of the Municipality of Brooke-Alvinston met in regular session on Thursday, November 14, 2019 at 4:00 p.m. in the Municipal Council Chambers.

Present: Mayor David Ferguson, Councillors Frank Nemcek, Jamie Armstrong, Jeannette Douglas and Wayne Deans

Staff Present: Clerk Administrator Janet Denkers
Treasurer Stephen Ikert
Public Works Manager Randy Hills
Fire Chief Jeff McArthur
Administrative Assistant Darlene Paolucci

1. CALL TO ORDER

Mayor Ferguson called the meeting to order at 4:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

Mayor Ferguson requested that any pecuniary interest(s) be declared when applicable.

3. MINUTES

i) Special Meeting Minutes of October 24, 2019

Motion # 2019-349

Moved by Councillor Nemcek / Seconded by Councillor Douglas

Be it resolved that the special Council meeting minutes of October 24, 2019 be approved as presented.

Carried

ii) Regular Meeting Minutes of October 24, 2019

Motion # 2019-350

Moved by Councillor Douglas / Seconded by Councillor Deans

Be it resolved that the regular Council meeting minutes of October 24, 2019 be approved as presented.

Carried

4. **BUSINESS ARISING FROM MINUTES**

5. **DELEGATIONS & TIMED EVENTS**

Inspector Chris Avery & Michael Gorgey were present at Council to provide an overview of the policing model in Lambton County and the summary of calls in Brooke-Alvinston in addition to stats on drug and alcohol use / abuse in Lambton County.

Inspector Avery also noted the Crime Prevention Through Environmental Design Program (CPTED) which may aid homeowners in decreasing break ins.

6. **STAFF REPORTS**

6.1 **Fire Chief's Report**

Motion # 2019-351

Moved by Councillor Nemcek / Seconded by Councillor Douglas

Be it resolved that the Fire Chief's October 2019 report and OFMEM Summary report be received and filed.

Carried

6.2 **Clerk-Administrator's Report**

i) **Brooke Fire Rescue – Inwood Fire Apparatus Bay Options**

The Clerk Administrator presented the report prepared by the Treasurer on the financial considerations that should be considered with the IFA lease proposal of \$30,000.

Motion # 2019-352

Moved by Councillor Nemcek / Seconded by Councillor Douglas

Be it resolved that the report on Brooke Fire Rescue – Inwood Fire Apparatus Bay Options be received and filed.

Carried

ii) **Inwood Fire Station – Lease Committee**

The Clerk Administrator presented the report of the Lease Committee. She also advised Council of the concerns the municipal lawyer had with the proposed agreement which included the status of the corporate profile of the IFA. The Mayor noted Councillor Deans was listed as a Director in the document; Councillor Deans advised he was not.

Councillor Armstrong noted he understood the legal issues presented however would like to have an agreement in place, and later discuss the option of purchasing the IFA hall.

Mayor Ferguson echoed his desire to keep the hall open in Inwood for the community and mentioned a monthly short term rental agreement for the interim if the IFA wished to discuss further.

Councillor Armstrong made a motion to direct staff to develop a new lease agreement with legal issues and a short term basis monthly agreement. The motion did not get a seconder and was later withdrawn.

Motion # 2019-353

Moved by Councillor Nemcek / Seconded by Councillor Douglas

Be it resolved that the report and associated information regarding the legal information provide about the IFA be received and filed.

Carried

iii) Inwood Fire Station – Building Committee

Motion # 2019-354

Moved by Councillor Armstrong / Seconded by Councillor Nemcek

Be it resolved that the Administrator be directed to forward a letter to the President of the IFA inquiring if the IFA is interested in selling the building to the Municipality after a formal appraisal on the building is completed.

Carried

iv) Proposed Turkey Shoot

Councillor Deans advised that steel shot is used for the turkey shoot.

Motion # 2019-355

Moved by Councillor Armstrong / Seconded by Councillor Douglas

Be it resolved that the Council of the Municipality of Brooke-Alvinston approve the IFA Turkey Shoot on December 14, 2019 provided the following conditions are in place: The shells and clay pigeons from the turkey shoot are gathered following the event; confirmation of pellet composition used; that participants be advised not to shoot in the direction of the Brooke Telecom tower; that a contract for rental of the park and fee be received at least one week prior to the event; that no alcohol or drugs be allowed at the facility during the gun use; that firearm safety be used at all times and proper eye and ear safety equipment used; that written permission be given from the owner of the adjacent farmland.

Carried

v) Arts & Activity Festival

Councillor Armstrong declared a Conflict of Interest and did not participate in the discussion or vote. Councillor Armstrong owns a business that can profit from the Festival.

Motion # 2019-356

Moved by Councillor Nemcek / Seconded by Councillor Douglas

Be it resolved that the Council of the Municipality of Brooke-Alvinston approve the request of the Arts & Activity group to hold their 6th annual Arts & Music Festival on August 22, 2019 and authorize the closure of River Street on August 22, 2020 from 9:00 a.m. to 12 midnight and that Lambton OPP, Lambton EMS and Brooke Fire Rescue be notified along with businesses in the area.

Carried

vi) Agreement – new house build

Motion # 2019-357

Moved by Councillor Deans / Seconded by Councillor Douglas

Be it resolved that the Council of the Municipality of Brooke-Alvinston extend the approval provided to Scott, Stewart and Nancy Cran for the use of the existing dwelling at 4839 Hardy Creek Road for a six month period to April 15, 2019 while a new residence is being constructed.

Carried

vii) Official Plan Review

Motion # 2019-358

Moved by Councillor Nemcek / Seconded by Councillor Deans

Be it resolved that the Council of the Municipality of Brooke-Alvinston request the County of Lambton to proceed with their Official Plan Review with no additional costs incurred in a timely manner and no later than an April 2021. commencement.

Carried

viii) RFP – Grant Writer

Motion # 2019-359

Moved by Councillor Nemcek / Seconded by Councillor Deans

Be it resolved that the Council of the Municipality of Brooke-Alvinston receive and file the RFP's for grant writers and that the Clerk Administrator be directed to prepare a report to Council for discussion during the 2020 budget deliberations on a contract for fundraising / improvements to the BAICCC refurbishment.

Carried

6.3 Drainage Superintendent's Report

Motion # 2019-360

Moved by Councillor Armstrong / Seconded by Councillor Douglas

Be it resolved that the Council of the Municipality of Brooke-Alvinston refer the drainage requests on the Munro Drain, Ross Drain, Zimmerman Drain and Benner Duffy Drain to the Drainage Superintendent.

Carried

6.4 Treasurer's Report

i) Failed tax Sale of 3202 Park Street, Inwood

Motion # 2019-361

Moved by Councillor Armstrong / Seconded by Councillor Deans

Be it resolved that the Council of the Municipality of Brooke-Alvinston proceed with the vesting of the properties in the Municipality's name and subsequently offer the properties for sale through real estate.

Carried

ii) Upgrade of Water Meter Reading Equipment and Software

Motion # 2019-362

Moved by Councillor Armstrong / Seconded by Councillor Douglas

Be it resolved that the Council of the Municipality of Brooke-Alvinston use the Efficiency Funding provided by the Provincial Government to purchase the upgraded meter equipment and software as presented.

Carried

iii) October 2019 Accounts

The October 2019 Accounts were reviewed.

6.5 Public Works Manager's Report

Motion # 2019-363

Moved by Councillor Douglas / Seconded by Councillor Armstrong

Be it resolved that the Council of the Municipality of Brooke-Alvinston receive and file the summary report from the Public Works Manager.

Carried

4. CORRESPONDENCE

Motion # 2019-364

Moved by Councillor Nemcek / Seconded by Councillor Douglas

Be it resolved that correspondence items 6 i a-h be received and filed.

Carried

- i) County of Lambton – Request for Support of Resolution

Motion # 2019-365

Moved by Councillor Nemcek / Seconded by Councillor Armstrong

Be it resolved that the Council of the Municipality of Brooke-Alvinston supports the resolution of the County of Lambton to call upon the provincial government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and Long Term Care Homes.

Carried

- ii) Township of Springwater - Request for Support

Receive & File

- iii) Town of Prescott – Request for Support

Receive & File

- iv) Grey Sauble Conservation Area – Request for Support

Receive & File

7. BY-LAWS

There were no by-laws presented at this part of the meeting.

8. NEW BUSINESS

The Mayor noted that the Alvinston Optimist Club had submitted via their grant writer an application to the ICIP Community and Recreation Fund for review. The Mayor also acknowledged the Remembrance Day service the Alvinston Legion arranged.

Motion # 2019-366

Moved by Councillor Deans / Seconded by Councillor Douglas

Be it resolved that Council contribute \$50 to the Poppy Fund.

Carried

9. CLOSED SESSION

There was no closed session at this meeting.

10. RISE & REPORT

11. BY-LAWS CONFIRMING PROCEEDINGS

Motion # 2019-367

Moved by Councillor Douglas / Seconded by Councillor Nemcek

Be it resolved that By-law Number 53 of 2019, being a By-law of the Corporation of the Municipality of Brooke Alvinston to confirm the resolutions and motions of the Council of the Municipality of Brooke Alvinston which were adopted up to and including November 14, 2019 be taken as read a first, second and third time and finally passed this 14th day of November, 2019.

Carried

12. ADJOURNMENT

Motion # 2019-368

Moved by Councillor Douglas / Seconded by Councillor Deans

Be it resolved that this meeting be adjourned at 6:25 p.m. to meet again on November 14, 2019 at 4:00 p.m. or at the call of the chair.

Carried

Mayor
David Ferguson

Clerk Administrator
Janet Denkers



PUBLIC NOTICE

MINOR VARIANCE APPLICATION

COMMITTEE OF ADJUSTMENT

APPLICATION NUMBER: A-005/19
(Rebecca & Scott Stewart)

LOCATION OF PROPERTY: 4429 Nauvoo Road

PURPOSE OF APPLICATION: Relief from provisions of the Brooke-Alvinston Zoning By-law 9 of 2013 Section 3.3.4 in order to construct a new accessory garage. The By-law requires accessory buildings to be placed at least 7 m from the lot line. The applicant proposes to locate the new building 1.6m from the lot line.

TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, Nov. 26, 2019 at 9:05 a.m.** for the purpose of a public hearing into this matter, to be held in the Brooke-Alvinston Council Chambers, 3236 River Street, PO Box 28, Alvinston, Ontario. Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer prior to or during the hearing. If you wish to be notified of the decision of the Brooke-Alvinston Committee of Adjustment in respect of the proposed minor variance, you must make a written request to the Committee of Adjustment at the address noted below.

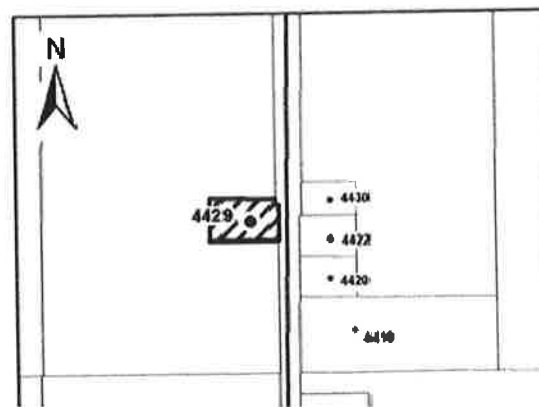
If a person or public body that files an appeal of a decision of the Brooke-Alvinston Committee of Adjustment in respect of the proposed minor variance does not make a written submission to the Brooke-Alvinston Committee of Adjustment before it gives or refuses to give a minor variance, the Local Planning Appeal Tribunal may dismiss the appeal.

If you are aware of any persons interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would so inform them.

Additional information regarding the application will be available to the public for inspection at the:

Municipality of Brooke-Alvinston
3236 River Street, PO Box 28,
Alvinston, ON N0N 1A0
from 8:30 am to 4:30 pm - Monday to
Friday

Janet Denkers
Secretary-Treasurer
Committee of Adjustment





PUBLIC NOTICE

SEVERANCE APPLICATION

COMMITTEE OF ADJUSTMENT

APPLICATION NO. B-006/19

TAKE NOTICE that an application for consent has been submitted by Walnut Acres Farms Ltd for property located at Part Lot 19, Part Lot 20 and West Part Lot 21, Concession 11, and known municipally as 8068 Petrolia Line, in the Municipality of Brooke-Alvinston. The purpose of the application is to sever 98.5 acres from a 348.5 acre parcel of land. The retained parcel would be approximately 250 acres in size.

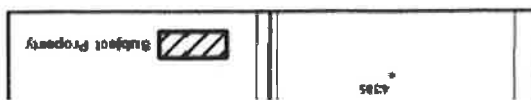
AND FURTHER TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, December 3, 2019 at 9:00 a.m.** for the purpose of a public hearing into this matter, to be held in the Municipality of Brooke-Alvinston Council Chambers, 3236 River Street, Alvinston, Ontario. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to or during the hearing.

If you wish to be notified of the decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance, you must make a written request to the Committee of Adjustment at the address noted below.

If a person or public body that files an appeal of a decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance does not make written submission to the Municipality of Brooke-Alvinston Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

If you are aware of any persons interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would so inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston Municipal Office, 3236 River Street PO Box 28 Alvinston ON N0N 1A0 from 8:30 am to 4:30 pm Monday



November 13, 2019



Finance, Facilities and Court Services Division
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3160

NEWS RELEASE

For Immediate Release

Vacancy tax rebate eliminated following 2019 tax year

Wednesday, November 13, 2019

Wyoming, ON - At its meeting on Wednesday, November 6, 2019, Lambton County Council eliminated the vacancy rebate for commercial and industrial property classes, effective the 2020 taxation year.

As was discussed during the meeting, the County of Lambton is following measures that several other larger municipalities have taken with respect to the elimination of vacancy rebates. The Province and a majority of municipalities have acted to eliminate these rebates because valuation methods and protocols have evolved and negated the reason they were created when Current Value Assessment was first introduced.

Property owners who cannot lease vacant premises will still be able to obtain relief through MPAC's reassessment processes, but the time, effort and cost inherent in the processing of vacancy rebates will be eliminated.

Notification has been given to all local area municipalities that are impacted by this change. Eligible property owners will be able to apply for the vacancy rebate for the 2019 taxation year. It will be eliminated effective the 2020 tax year.

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Please contact:

Larry Palarchio

General Manager, Finance, Facilities and Court Services
County of Lambton

519-845-0809 ext. 5417

larry.palarchic@county-lambton.on.ca



Cultural Services Division
Library Headquarters
787 Broadway Street, Box 3100
Wyoming, ON N0N 1T0

Telephone: 519-845-3324
Toll-free: 1-866-324-6912
Fax: 519-845-0700
www.lclibrary.ca

NEWS RELEASE

For Immediate Release

Florence Library reopens Monday, November 18, 2019

Wyoming, ON - The County of Lambton and the Township of Dawn-Euphemia are advising the public that the Florence Library will reopen to the public on Tuesday, November 19, 2019 for regular scheduled Tuesday hours, 4:00 - 8:00 p.m.

The library was temporarily closed beginning in August of this year following an equipment fire that resulted in significant smoke and water damage to the library space, materials, equipment and furnishings.

"The County of Lambton, as library service provider, and the Township of Dawn-Euphemia, as building owner, have been working together to undertake extensive repairs to restore the library space," said Andrew Meyer, General Manager, Cultural Services Division. "We thank the community of Florence and our library patrons for their patience during this time, and look forward to serving them in the newly restored location."

The library space has been outfitted with replacement shelving, furnishings, computer equipment, books and materials. In an effort to make the space available to the community once again, the library will be open to the public beginning Tuesday, November 19, 2019. However, not all library resources will be available. Staff will continue to work over the next few days to set up the public computer workstations and get the full collection of books and materials in place by the end of the week.

Florence Library regular hours of operation are Tuesdays and Thursdays, 4:00 - 8:00 p.m. and Saturday 10:00 a.m. - 2:00 p.m.

Shetland Library will return to regular hours: Mondays and Wednesdays, 4:00 - 8:00 p.m. and Saturdays 1:00 - 5:00 p.m.

Follow @lclibraryca on social media or visit www.lclibrary.ca for information on upcoming programs and events at Florence Library.

-30-

Please contact:

Andrew Meyer
General Manager
Cultural Services Division
The Corporation of the County of Lambton
Tel: 519-845-0809 ext. 5236
andrew.meyer@county-lambton.on.ca

AMO watchfile



November 14, 2019

In This Issue

- Joint Annual Memorandum of Understanding Statement.
- Call for candidates - MPAC Board.
- A Digital Citizen Relationship Management solution for AMO members.
- Fall Economic Statement - Bill 138, *Plan to Build Ontario Together Act, 2019*.
- Provincial Job Site challenge now live.
- Municipal Group Buying Program webinar series: Fleet management.
- LED Lighting improves your building assets!
- LAS Blog: Electricity Program pricing details for 2020.
- Municipal health and safety compliance.
- Save 15% off Deluxe Canada products.
- Careers with AMO, Burlington, Toronto and Durham Region.

AMO Matters

AMO and the Province of Ontario released the [2018/19 Joint Annual Memorandum of Understanding Statement \[FR\]](#). The Joint Statement provides an update of some of the activities and accomplishments under the MOU during 2018 and 2019.

Call for candidates for the MPAC Board. AMO is undertaking an open solicitation for expressions of interest from eligible persons to be nominated to serve on the MPAC Board. Interested candidates have until November 15, 2019 to apply. For more information, [click here](#).

Municipal governments are expected to provide public-facing services and respond to requests from residents. Citizen relationship management (CRM) technology can help you manage these interactions with residents online. Join us on Thursday, November 28 at 12 pm for a [free webinar](#) where we will be announcing our new partnership with Frequency Foundry, AMO's preferred provider of digital CRM solutions.

Provincial Matters

The Honourable Rod Phillips, Minister of Finance introduced [Bill 138](#) in the Legislature November 6 to implement the government's Fall Economic Statement. Bill 138 is Omnibus legislation with multiple schedules amending other Acts. It has received 1st reading. [Here is a quick review](#) of those schedules of municipal interest. Please note that Schedule 37 on supply chain management does not apply to municipal governments.

The Ontario government has launched the [Job Site Challenge](#) - a new program open to property owners and land developers across the province. They are searching for sites ranging from 500 to 1,500 acres in size capable of supporting large-scale manufacturing operations.

LAS

Join LAS on December 3 @ 2pm to learn about the Fleet Offering through our [Municipal Group Buying Program](#). [Enterprise Fleet Management](#) will discuss the management tools and vehicle procurement options available to keep your fleet of 15+ vehicles on track. [Register here](#).

Converting your lights to LED is a no-brainer! Take advantage of the turn-key [LAS Facility Lighting](#)

Service to help with asset renewal of your municipal buildings. Read about one municipality that has already participated. Make it easy on yourself and contact Christian Tham!

LAS Blog: 2020 Pricing details have been announced for the LAS Electricity Program. Check out the LAS Blog for more information.

Municipal Wire*

4S offers training, support, and a digital management platform to ensure municipal governments comply with occupational health and safety requirements. Reach out to 4S, AMO's partner for health and safety management, for more information on how they can support your health and safety program for 2020 and beyond.

Enter promotion code 63647 when ordering and save 15% on Deluxe Canada products including customizable forms, cheques, print marketing, promo & apparel, and more. This continues AMO's member discount with the company formerly known as NEBS.

Careers

Policy Intern - AMO. Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. The Internship is a temporary position of up to 17 weeks. Please apply in confidence to: careers@amo.on.ca by Friday, January 3rd, 2020 at 12 noon.

Executive Director, Strategy Risk & Accountability - City of Burlington. Location: City Manager's Office. Job Number: CM-242-19. Closing date: November 22, 2019. To apply, please visit City of Burlington Careers and click on "View Jobs". Please note that applications are only accepted online. For assistance please contact Human Resources at 905.335.7602.

Manager, Stakeholder & Community Outreach - City of Toronto. Division: Solid Waste Management. For more information on this and other opportunities with the City of Toronto, visit Jobs at the City. To apply online, submit your resume, quoting Job ID 1408, by November 25, 2019. Information in preparing for City job competitions is available on the Job Opportunities website.

Senior Financial Analyst 2 (Job ID 10615) - Region of Durham. Reports to: Director of Financial Planning. To learn more about this opportunity, please visit Durham Region Job Postings and apply directly to Job ID# 10615 no later than December 6, 2019.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

AMO watchfile



November 21, 2019

In This Issue

- The civilianization of public safety functions.
- A Digital Citizen Relationship Management solution for AMO members.
- Municipal Modernization Program - First intake now open.
- Ministry of Environment launches Blue Box consultations.
- Have you registered for ROMA yet?
- Social media webinar series.
- Fleet Management webinar: Municipal Group Buying Program.
- Office Supplies webinar: Municipal Group Buying Program.
- Municipal health and safety compliance.
- Save 15% off Deluxe Canada products.
- Careers with AMO, Ontario Public Service, Cobourg and London.

Guest Column*

Ontarians pay the highest policing costs in the country. On behalf of property taxpayers, AMO is advocating for policing regulations that can improve the effectiveness and efficiency of policing. In AMO's [Watchfile Guest Column](#), Dr. Christian Leuprecht makes the case for civilianizing non-core policing to help manage pressure on the property tax dollar and improve effectiveness.

AMO Matters

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Provincial Matters

MMAH has written to municipalities about the Municipal Modernization Program first intake which is now open for expressions of interest until December 6. The province is providing up to \$125 million through 2022-23 to help municipalities achieve efficiencies. In the first intake, municipalities can apply individually or collectively, to undertake independent third-party reviews. Future intakes will be aimed at implementation. Questions can be directed to Municipal.Programs@ontario.ca.

The Ministry of Environment, Conservation and Parks has [launched consultations](#) on the Blue Box. The first webinar takes place on November 27. To register, please contact Marc Peverini at Marc.Peverini@ontario.ca.

Eye on Events

[2020 ROMA Conference](#) - Don't miss the opportunity to connect with your rural municipal colleagues and provincial representatives at the only conference in Ontario designed for rural elected officials. See you January 19-21, 2020 in Toronto!

AMO's Social Media webinar series is back by popular demand! Elected officials live in the spotlight making effective communication essential. With the rise of social media and decline of local news, the communications landscape has changed. These 1/2 day workshops will help promote good news,

manage issues professionally, and leverage traditional and social media. [Register now](#) for 1 or all 4 webinars, designed to help you navigate social media more effectively and safely.

LAS

Mark December 3 @ 2 pm on your calendars! LAS will be hosting a webinar about the [Fleet Offering](#) through our [Group Buying Program](#). Enterprise Fleet Management will discuss procurement options and tools available to optimize your fleet of 15+ vehicles. [Register here](#).

[Office supplies](#) are now available through the LAS Group Buying Program. Everything from pens to furniture, and coffee supplies to promotional materials. Join our webinar on December 11 at 10 am to learn how you can take advantage of preferential pricing through Staples Business Advantage! [Register here](#).

Municipal Wire*

4S offers training, support, and a digital management platform to ensure municipal governments comply with occupational health and safety requirements. Reach out to 4S, AMO's partner for health and safety management, for [more information](#) on how they can support your health and safety program for 2020 and beyond.

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Careers

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. The Internship is a temporary position of up to 17 weeks. Please apply in confidence to: careers@amo.on.ca by Friday, January 3rd, 2020 at 12 noon.

[Chief of Emergency Management - Ontario Public Service](#). Location: Ministry of the Solicitor General (SolGen), Downsview. Duration: Permanent. Additional information: Interviews to be held week of January 6. Please apply online, only, by Sunday, December 1, 2019, by visiting [Ontario Public Service Careers](#), and following the instructions to apply online.

[Recreation and Culture Manager - Town of Cobourg](#). Reports to: Director of Community Services. Position Status: Regular, Full Time. Applicants should forward their resume in confidence no later than 4:30 pm Thursday, December 5, 2019 to the attention of: Human Resources Department, Corporation of the Town of Cobourg, 55 King Street West, Cobourg, ON K9A 2M2. Fax: 905.372.8819; Email: careers@cobourg.ca.

[City Manager - City of London](#). The ideal candidate is a seasoned executive in the public or private sectors with significant knowledge of municipal policies and operations. To explore this opportunity further, please contact Julia Robarts at Odgers Berndtson at 1.866.962.1990 or submit your resume and letter of interest online to [Odgers Berndtson Opportunities](#) by December 18, 2019.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

November 19, 2019

Public Health and Emergency Health Services Modernization Consultation

The Ministry of Health is consulting on Public Health and Emergency Health Services modernization. This will be a broad consultation with municipal governments, Boards of Health, local Public Health agencies, EMS services, and other stakeholders. AMO will work with our members, partner associations, the Ministry of Health and the Municipal Advisor, Jim Pine, throughout the process to bring forward practical solutions for public health and emergency health services that work best for residents, communities, and municipal governments.

The video of the webinar launch and two discussion papers are available on the Ontario government [website](#).

Written submissions and completion of an [online survey](#) will be accepted up until February 10th, 2020.

Planning for in-person meetings across the province are underway. Information about the dates and locations will be available soon.

The public can [email](#) the Ministry of Health with any questions about the consultations.

People interested in signing up for the government's "Connected Care Updates" on health in general, can [subscribe](#) to the Ministry of Health.

AMO will continue to keep members aware of relevant developments including the response to the consultation.

AMO Contact: Michael Jacek, Senior Advisor, mjacek@amo.on.ca, 416-971-9856 ext. 329.

November 20, 2019

Province Launches Consultations on the Blue Box Regulation

The Ministry of the Environment, Conservation and Parks has officially launched a multi-stage public consultation process with municipal governments, producers, waste management industries, and non-profit organizations, on the transition of the Blue Box program to full producer responsibility.

The first consultation will be held by webinar on Wednesday, November 27, 2019. The Ministry will be explaining how stakeholders can take part in the development of a new regulation for the Blue Box under the *Resource Recovery and Circular Economy Act, 2016*.

To participate in the Ministry of Environment, Conservation and Parks webinar, register by Friday, November 22, 2019, with Marc Peverini, Senior Policy Analyst, Resource Recovery Policy Branch at Marc.Peverini@ontario.ca or 416-908-1528.

This is welcomed news for municipal governments as this process will define how the producer-run Blue Box system will work, and determine the regulatory amendments necessary to end municipalities' obligation to provide Blue Box services between 2023 and 2025. A great deal of work has already been done by all stakeholders and this is the opportunity to make progress on moving waste diversion in Ontario into a circular economy once and for all.

It will be important to be engaged in this process, as your input will help inform the key elements and proposed approach for a producer responsibility regulation. This includes maintaining a convenient and accessible collection system, identifying a standardized list of materials to be collected (including considering how best to deal with single use plastics), and setting targets or other performance targets.

AMO is well-positioned for these discussions, as staff just concluded a series of consultations across the Province with municipal staff. We will

continue to work with our members and the Ministry throughout the process to advocate for a Blue Box regulation that creates a seamless experience for residents, and ensures that producers are held responsible for managing plastic and other packaging at end-of-life.

AMO Contacts:

Dave Gordon, Senior Advisor, dgordon@amo.on.ca, 416-389-4160

Amber Crawford, Policy Advisor, acrawford@amo.on.ca, 416-971-9856 ext. 353.

Deputy Minister, Small Business
and Red Tape Reduction
Ministry of Economic Development,
Job Creation and Trade
56 Wellesley Street West
7th Floor
Toronto ON M7A 2E7
Telephone: 416-325-6927
Email: giles.gherson@ontario.ca

Sous-ministre des Petites Entreprises
et de la Réduction des formalités administratives
Ministère du Développement économique,
de la Création d'emplois et du Commerce
56, rue Wellesley Ouest
7e étage
Toronto ON M7A 2E7
Téléphone : 416 325-6927
Courriel: giles.gherson@ontario.ca

November 13, 2019

Re: Job Site Challenge

The Province of Ontario is pleased to announce the launch of the Job Site Challenge — an exciting new program open to property owners and land developers across the province.

The Job Site Challenge is a *mega site program* modelled on successful large-scale investment attraction opportunities created in a number of US states over the last decade. It is designed to create and showcase shovel-ready sites capable of attracting large-scale manufacturing investment. The government of Ontario will provide value-add services to increase the attractiveness of properties and market the sites to domestic and international investors.

This is an opportunity for municipalities, economic development agencies, real estate developers, industrial property owners and other interested parties to submit proposals to the Province identifying mega site candidates for consideration. With the assistance of an internationally recognized site selector, sites will be evaluated and selected, based on how well they meet a set of site eligibility criteria.

We are searching for sites ranging from 500 to 1,500 acres in size capable of supporting large-scale manufacturing operations. Specifically, sites that are or could be zoned for heavy industrial use and that are serviced or serviceable by utilities, transportation and other infrastructure.

Program participants of selected sites will benefit from:

- Validation and endorsement of their site by an internationally recognized site selector
- Promotion and marketing by both the Province and the site selector to international and domestic investors
- Streamlined approvals review process for applicable provincial licences, permits and environmental approvals required to develop and service a site.

As the first of its kind in Canada, the Job Site Challenge is intended to raise Ontario's profile and improve our attractiveness internationally — so that we can compete with other North American jurisdictions for coveted large-scale investments in automotive and other advanced manufacturing and create good, high-paying jobs for the people of Ontario.

To participate, applicants are asked to submit a detailed proposal for consideration by March 31, 2020. We are asking participants to put forward their "best case" with sites that meet the specified criteria.

All necessary information about the Job Site Challenge, including site eligibility criteria, is available in the program application guide which can be requested by email at burdenreductionteam@ontario.ca.

Should you have any questions about the program or how to apply, please contact the Ministry of Economic Development, Job Creation and Trade — Small Business and Red Tape Reduction at the email noted above. You can also visit the [Job Site Challenge website](#) for additional information.

Thank you for your interest in the Job Site Challenge. We look forward to working with interested program participants.

Regards,

A handwritten signature in black ink, appearing to read "Giles Gherson", written over a thin horizontal line.

Giles Gherson
Deputy Minister

November 18, 2019

To whom it may concern,

As the holiday season quickly approaches and we prepare for all the festivities, we hope to share the spirit of the season by hosting the fifth annual Brooke-Alvinston Christmas Meal. As a community, we would like to extend an invitation to individuals and families in need to join us for food and friendship. We all know many memories are created as we share dinner with family and friends during the holiday season. We hope this holiday meal will help to ensure families in our community share in this same warmth.

In order to accomplish this goal, we require the support of many partners. We are currently seeking monetary donations for items such as meat, vegetables and bread. We are also looking for volunteers to assist with preparing, serving and cleaning up the meal. We are planning to serve approximately 60 individuals.

The need is clearly evident in our community. Following the opening of the Brooke-Alvinston Food Bank in February 2014, approximately 30-40 families have been utilizing the service per month.

It is our hope that the Brooke-Alvinston Christmas Meal fills a need in our community and brings us closer together as we help one another. With your support we hope to make this another successful event for many years to come.

Thank you for your consideration

Sincerely,

The Douglas Family



CLERK ADMINISTRATOR STAFF REPORT

Report to: Mayor Ferguson and Members of Council
From: Janet Denkers, Clerk Administrator
Date: November 28, 2019

Background:

The municipal contract with the Lambton OPP will expire on December 31, 2019. A draft copy of the renewed contract and proposal have been provided for Council review.

Comments:

The following is required by the Municipality:

- i) A decision if the Municipality will renew the contract for policing with the OPP
- ii) A decision on the length of term for the agreement (3,4,5 or 6 years)
- iii) A by-law authorizing the execution of the agreement

Relation to the Municipal Strategic Plan: None

Financial Implications: The Municipality's estimated cost for 2020 is \$407,867. The 2019 cost was \$405,580.

Recommendation:

That Council discuss the contract and proposal. A four year term has been recommended locally. The previous agreement was a 10 year agreement.

Should Council approve the contract, a by-law can be presented at the December 12th meeting for adoption.



The Lambton Group

Contract Policing Proposal

DRAFT

Prepared by: Sergeant Peter Marshall
Ontario Provincial Police
Municipal Policing Bureau

Date: October 07, 2019

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Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 70 years and currently maintains contracts with over 140 communities across Ontario.

The Lambton Group requested a contract proposal for OPP municipal policing. This proposal is based on the OPP Billing Model, with the paying an amount equal to the sum of its allocated portion of the OPP's total municipal policing Base and Calls for Service costs, as well as the costs for Overtime, Prisoner Transportation, Court Security, and Accommodation/Cleaning Services as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in Regulation 3/99, Adequacy and Effectiveness of Police Services under the *Police Services Act*.

This proposal reflects the integrated policing concept, incorporating a police services contract for the of The Lambton Group with OPP highway patrol services and provincial responsibilities under one administration. The Lambton OPP Detachment will remain as the Administration/Operations Centre. The resources will be deployed to the municipality from this facility.

The Lambton OPP Detachment Commander will be responsible to oversee all aspects of service delivery. The detachment management including Staff Sergeant(s) and Sergeant / Platoon Leaders as applicable will provide assistance and supervision to members of the Lambton Detachment.

It is the intent to maintain all existing community service programs and community policing committees, in consultation with the Police Services Board.

Any new community service program considered may be implemented after consultation with the of The Lambton Group Council, the 's Police Services Board and the Lambton OPP Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. The Lambton Group will continue to benefit as additional staff are readily available from within the Lambton OPP Detachment as well as neighboring detachments and regions, should the need arise.

The Lambton Group will be required to maintain a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for police services within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Lambton OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Lambton OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The OPP is required to provide provincial level emergency response that can be mobilized in times of emergency, disaster or a specialized investigative need. The OPP meets such emergent needs, on an on-call, as-needed basis, by deploying small numbers of officers from multiple locations and assignments, both provincial and municipal. During such times, the OPP is responsible to ensure that appropriate resources remain in place to make certain the municipality receives adequate and effective police services in accordance with the *Police Services Act* and Regulations. The use of OPP officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

If the of The Lambton Group chooses to accept an OPP contract for its policing service, the Lambton OPP Detachment Commander will assign resources, focusing on meeting the 's unique policing needs.

Value for the of The Lambton Group:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Work with the Detachment Commander in determining the local policing priorities and objectives through the 's Police Services Board; and
- Access to a comprehensive infrastructure and specialized services

The estimated policing cost for 2020 associated to this proposal as presented in the Annual Billing Statement is **\$8,755,607**. It also includes the cost of enhancement(s) requested by the municipality. This amount is reflective of the most current cost estimates under the OPP Billing Model, exclusive of the year-end adjustments.

The year-end adjustment for the year 2018 totalling **\$105,943** is listed separately from the 2020 estimated cost, but forms part of the Grand Total Billing as shown near the bottom of the Annual Billing Statement.

Not included in this proposal are:

- The cost of maintaining the Police Services Board
- Any applicable revenues accruing to the municipality as a result of police activity

Dedicated Enhancement Positions

Municipalities entering into a contract under Section 10 of the *Police Services Act* may choose to receive dedicated enhanced positions.

Municipalities will be billed for the cost of dedicated enhanced positions using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula. Any additional unique costs associated with the dedicated enhanced positions will be detailed on the Annual Billing Statement and the municipality will be billed accordingly.

The service delivered by these positions will be tracked and reconciled on an annual basis.

Your contract enhancements are listed below:

FTE* Enhancements	Classification	Position Description
1.00	Staff Sergeant	Community Staff Sergeant

*Uniform FTE enhancement means a unit of at least 1,417 hours of policing services delivered to the municipality by enhancement officer(s) each year.

Note:

- Dedicated Enhancement Reconciliation - Uniform Positions:
 - Total hours of service provided by all dedicated enhancement positions will be reconciled annually.
 - In accordance with the officer availability factor calculations, it is currently estimated that each uniform dedicated enhancement position will provide 1,417 hours of service per year in order to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of all uniform dedicated enhancement positions will be reduced accordingly.
 - Total hours of service for dedicated enhancement positions include hours of work performed in a municipality by all officers assigned to enhancement positions.

Total hours do not include:

- overtime hours
- hours recorded for duties accounted for in the availability factor such as court attendance, training and specific administrative duties
- hours calculated for billable calls for service by officers assigned to dedicated enhancement positions unless the officer's position is general law enforcement.

OPP 2020 Annual Billing Statement

Lambton Group

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

		<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts		
	Household	24,873	
	Commercial and Industrial	<u>1,297</u>	
	Total Properties	<u><u>26,170</u></u>	4,795,164
Calls for Service			
	Total all municipalities	162,805,510	
	Municipal portion	2.0065%	3,266,737
Overtime		11.39	298,138
Contract Enhancements	(see summary)	9.57	250,424
Prisoner Transportation	(per property cost)	1.99	52,078
Accommodation/Cleaning Services	(per property cost)	3.56	93,067
Total 2020 Estimated Cost		<u><u>334.57</u></u>	<u><u>8,755,607</u></u>
2018 Year-End Adjustment			105,943
Grand Total Billing for 2020			<u><u>8,861,550</u></u>
2020 Monthly Billing Amount			738,463

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OPP 2020 Contract Enhancement Cost Summary
Lambton Group
 Estimated cost for the period January 1 to December 31, 2020

2019 Cost-Recovery Formula

Salaries and Benefits

		Positions	\$/FTE	Total
Uniform Members	(Note 1)			
Staff Sergeant		1.00	135,199	135,199
Total Uniform Salaries		1.00		135,199
Statutory Holiday Payout			3,841	3,841
Uniform Benefits - Full-Time Salaries.....			29.25%	39,546
Total Uniform Salaries & Benefits				178,586
Support Costs - Salaries and Benefits				
Communication Operators			6,635	6,635
Prisoner Guards			1,764	1,764
Operational Support			5,037	5,037
RHQ Municipal Support			2,488	2,488
Telephone Support			120	120
Office Automation Support			644	644
Mobile and Portable Radio Support			200	200
Total Support Staff Salaries and Benefits Costs				16,888
Total Salaries & Benefits				195,474
Other Direct Operating Expenses				
Communication Centre			167	167
Operational Support			830	830
RHQ Municipal Support			249	249
Telephone			1,462	1,462
Mobile Radio Equipment Repairs & Maintenance ...			102	102
Office Automation - Uniform			2,390	2,390
Vehicle Usage			8,805	8,805
Detachment Supplies & Equipment			534	534
Uniform & Equipment			1,974	1,974
Administrative Vehicle	(Notes 2 & 3)		8,709	26,128
Additional Municipally Leased Computers.....	(Note 4)			12,309
Total Other Direct Operating Expenses				54,950
Total Estimated Enhancement Cost				\$ 250,424
Total OPP-Policed Properties				26,170
Cost Per Property				\$ 9.57

OPP 2020 Contract Enhancement Cost Summary
Lambton Group
Estimated cost for the period January 1 to December 31, 2020

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2020 salaries incorporate the January 1, 2020 general salary rate increases set in the 2019 to 2022 OPBA Uniform and Civilian Collective Agreements, (2.15% for uniform staff and 1.25% for civilian staff). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2019-20). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
- 2) An Administrative vehicle is included in this costing at a current annual cost of \$8,709 per vehicle.
- 3) Two administrative vans are included in this costing at a current annual cost of \$8,709 each
- 4) Additional Municipally Leased Computers includes eleven desktop computers, at the current Cost-Recovery formula rate of \$1,119.

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OPP 2020 Annual Billing Statement

Brooke-Alvinston M

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,061		
	Commercial and Industrial	62		
	Total Properties	<u>1,123</u>	183.23	205,769
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.1051%	152.37	171,116
Overtime			11.25	12,634
Contract Enhancements			9.57	10,746
Prisoner Transportation	(per property cost)		1.99	2,235
Accommodation/Cleaning Services	(per property cost)		4.78	5,368
Total 2020 Estimated Cost			<u><u>363.19</u></u>	<u><u>407,867</u></u>

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OPP 2020 Annual Billing Statement

Dawn-Euphemia Tp

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	889		
	Commercial and Industrial	<u>51</u>		
	Total Properties	<u><u>940</u></u>	183.23	172,237
Calls for Service	Total all municipalities	162,805,510		
	Municipal portion	0.0799%	138.43	130,126
Overtime			14.27	13,411
Contract Enhancements			9.57	8,995
Prisoner Transportation	(per property cost)		1.99	1,871
Accommodation/Cleaning Services	(per property cost)		4.78	4,493
Total 2020 Estimated Cost			<u><u>352.27</u></u>	<u><u>331,133</u></u>

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OPP 2020 Annual Billing Statement

Enniskillen Tp

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	1,144		
	Commercial and Industrial	39		
	Total Properties	<u>1,183</u>	183.23	216,763
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.0979%	134.74	159,393
Overtime			11.75	13,896
Contract Enhancements			9.57	11,320
Prisoner Transportation	(per property cost)		1.99	2,354
Accommodation/Cleaning Services	(per property cost)		4.78	5,655
Total 2020 Estimated Cost			<u>346.05</u>	<u>409,380</u>

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OPP 2020 Annual Billing Statement

Lambton Shores M

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	7,527		
	Commercial and Industrial	<u>439</u>		
	Total Properties	<u>7,966</u>	183.23	1,459,621
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.5765%	117.82	938,543
Overtime			11.36	90,527
Contract Enhancements			9.57	76,228
Prisoner Transportation	(per property cost)		1.99	15,852
Accommodation/Cleaning Services	(per property cost)		4.78	38,077
Total 2020 Estimated Cost			<u>328.75</u>	<u>2,618,848</u>

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OPP 2020 Annual Billing Statement

Oil Springs V

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	304		
	Commercial and Industrial	<u>22</u>		
	Total Properties	<u><u>326</u></u>	183.23	59,733
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.0158%	79.06	25,775
Overtime			10.95	3,570
Contract Enhancements			9.57	3,120
Prisoner Transportation	(per property cost)		1.99	649
Accommodation/Cleaning Services	(per property cost)		<u>4.78</u>	<u>1,558</u>
Total 2020 Estimated Cost			<u><u>289.58</u></u>	<u>94,405</u>

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OPP 2020 Annual Billing Statement

Petrolia T

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	2,458		
	Commercial and Industrial	<u>169</u>		
	Total Properties	<u><u>2,627</u></u>	183.23	481,349
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.2954%	183.04	480,858
Overtime			12.44	32,675
Contract Enhancements			9.57	25,138
Prisoner Transportation	(per property cost)		1.99	5,228
Accommodation/Cleaning Services	(per property cost)		4.78	12,557
Total 2020 Estimated Cost			<u><u>395.05</u></u>	<u>1,037,804</u>

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OPP 2020 Annual Billing Statement

Plympton-Wyoming T

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	3,567		
	Commercial and Industrial	130		
	Total Properties	<u>3,697</u>	183.23	677,406
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.2031%	89.46	330,734
Overtime			8.90	32,897
Contract Enhancements			9.57	35,377
Prisoner Transportation	(per property cost)		1.99	7,357
Accommodation/Cleaning Services	(per property cost)		4.78	17,672
Total 2020 Estimated Cost			<u>297.93</u>	<u>1,101,443</u>

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OPP 2020 Annual Billing Statement

St. Clair Tp

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	6,449		
	Commercial and Industrial	<u>251</u>		
	Total Properties	<u><u>6,700</u></u>	183.23	1,227,650
Calls for Service				
	Total all municipalities	162,805,510		
	Municipal portion	0.4809%	116.86	782,943
Overtime			10.06	67,435
Contract Enhancements			9.57	64,114
Prisoner Transportation	(per property cost)		<u>1.99</u>	<u>13,333</u>
Total 2020 Estimated Cost			<u><u>321.71</u></u>	<u><u>2,155,474</u></u>

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OPP 2020 Annual Billing Statement

Warwick Tp

Estimated cost for the period January 1 to December 31, 2020

Please refer to www.opp.ca for 2020 Municipal Policing Billing General Information summary for further details.

		<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts		
	Household	1,474	
	Commercial and Industrial	<u>134</u>	
	Total Properties	<u>1,608</u>	294,636
Calls for Service			
	Total all municipalities	162,805,510	
	Municipal portion	0.1519%	247,251
Overtime		19.34	31,095
Contract Enhancements		9.57	15,387
Prisoner Transportation	(per property cost)	1.99	3,200
Accommodation/Cleaning Services	(per property cost)	<u>4.78</u>	<u>7,686</u>
Total 2020 Estimated Cost		<u><u>372.67</u></u>	<u><u>599,255</u></u>

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OPP Contacts

Please forward any questions or concerns to Inspector Chris Avery, Detachment Commander, Lambton Detachment, or Sergeant Peter Marshall, Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Inspector Chris Avery

(519) 882-1011

Sergeant Peter Marshall

(705) 329-6857

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The term of this Agreement is effective as of the 01st day of January 2020.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE *POLICE SERVICES ACT*, R.S.O. 1990, c. P.15, as am.**

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
SOLICITOR GENERAL**

(“Ontario”)

OF THE FIRST PART

AND:

**THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
THE CORPORATION OF THE TOWNSHIP OF ST. CLAIR
THE CORPORATION OF THE TOWN OF PETROLIA
THE CORPORATION OF THE TOWNSHIP OF BROOKE-ALVINSTON
THE CORPORATION OF THE VILLAGE OF OIL SPRINGS
THE CORPORATION OF THE TOWN OF PLYMPTON-WYOMING
THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA
THE CORPORATION OF THE TOWNSHIP OF ENNISKILLEN
THE CORPORATION OF THE TOWNSHIP OF WARWICK**

(the “Municipality”)

OF THE SECOND PART

RECITALS:

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;

- (c) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-laws: (attached as Schedule “A”);

Municipality	By-Law #	By-Law Date
1. Municipality of Lambton Shores		
2. Township of St. Clair		
3. Town of Petrolia		
4. Township of Brooke-Alvinston		
5. Village of Oil Springs		
6. Town of Plympton-Wyoming		
7. Township of Dawn-Euphemia		
8. Township of Enniskillen		
9. Township of Warwick		

- (d) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated October 07, 2019 (attached as Schedule “B”);

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a) “Annual Billing Statement” means a statement prepared by Ontario and submitted to the Municipality for review and approval which contains:

- (i) the Municipality’s policing costs for the year following the year in which the statement is prepared, based on an estimate of salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable); and
- (ii) a year-end adjustment reconciling salary, benefits, overtime, shift premium, statutory holiday payouts, prisoner transportation, court security (if applicable), and accommodation/cleaning (if applicable) costs to those billed for the preceding year. Uniform Enhancement position hours are also reconciled to ensure the minimum number of contractual hours was met.

- (b) “Board” means Lambton Group Police Services Board.

- (c) "Commissioner" means the Commissioner of the O.P.P.
- (d) "Detachment Commander" means the O.P.P. officer in charge of Lambton Detachment.
- (e) "Full-Time Equivalent" (FTE) means a unit of at least 1,417 hours of policing services delivered to the municipality by enhancement officer(s) each year.

General Provisions

- 3. Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
- 4. The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
- 5. The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will determine the information to be contained in the reports and the format in which they will be provided.
- 6. (a) For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-laws. The parties shall review this part of the agreement annually, with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.
(b) Municipal Building Code violations overseen by the Municipality's Building Code inspector and those by-laws related to animal control will not form part of this Agreement.
- 7. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the Lambton Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Service Levels

- 8. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.

- (b) Where the Municipality receives dedicated enhancement positions, it shall be responsible for all costs associated with those dedicated resources. In the event that the Municipality decides to reduce the number of enhancement positions, it shall provide Ontario with at least one year's prior written notice and shall be responsible for all costs associated with such reduction.

Liability of Ontario

9. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

10. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

11. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
12. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs, where applicable.

Adequacy Standards Regulation

13. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
14. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
15. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

Cost of Police Services

16. (a) On or before October 01st in each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Annual Billing Statement for the following year, together with sufficient documentation and information reasonably necessary to explain and support the billing.

(b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
17. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.

(b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved, or amended and approved in accordance with Section 18.
18. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, Ontario shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
19. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following receipt by the Municipality of each monthly invoice, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.
20. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
21. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution Mechanisms

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
- (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising, and use all best good faith efforts to resolve the dispute.
- (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
- (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
- (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all good faith efforts to resolve the dispute.
23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
- (i) The language of the arbitration shall be English.
- (ii) The place of the arbitration shall be the County of Lambton, ON.
- (iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
- (iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
- (v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
- (vi) The parties shall have no right of appeal to a final decision of an arbitrator.

- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- (i) on consent of all parties;
 - (ii) as may be ordered by a court of competent jurisdiction;
 - (iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the OPP in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to such groups using the delivery methods as listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by fax or by email, it shall be deemed to be received on the date it was sent. Any group may change its contact information by giving notice provided herein:

(a) by mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, or by fax to (416) 325-6067

(b) by mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, by fax to (705) 330-4191, or by email to opp.municipalpolicing@opp.ca

(c) by mail to the Municipality addressed to: The Mayor, Municipality of Lambton Shores, 7883 Amtelecom Parkway, Forest, Ontario, N0N 1J0, or by fax to (519) 786-2135

by mail to the Municipality addressed to: The Mayor, Township of St. Clair, 392 Lyndoch Street, Mooretown, Ontario, N0N 1M0, or by fax to (519) 867-5509

by mail to the Municipality addressed to: The Mayor, Town of Petrolia, 411 Greenfield Street, P.O. Box 1270, Petrolia, Ontario N0N 1R0, , or by fax to (519) 882-3373

by mail to the Municipality addressed to: The Mayor, Townshp of Brooke-Alvinston, 3236 River Street, P.O. Box 28, Alvinston, Ontario, N0N 1A0, or by fax to (519) 898-5653

by mail to the Municipality addressed to: The Mayor, Village of Oil Springs, 4591 Oil Springs Line, P.O. Box 22, Oil Springs, Ontario, N0N 1P0, or by fax to (519) 834-2333

by mail to the Municipality addressed to: The Mayor, Town of Plympton-Wyoming, 546 Niagara Street, P.O. Box 250, Wyoming, Ontario, N0N 1T0, or by fax to (519) 845-0597

by mail to the Municipality addressed to: The Mayor, Township of Dawn-Euphemia, 4591 Lambton Line, RR #2, Dresden, Ontario, N0P 1M0, or by fax to (519) 692-5511

by mail to the Municipality addressed to: The Mayor, Township of Enniskillen, 4465 Rokeby Line, RR #1, Petrolia, Ontario, N0N 1R0, or by fax to (519) 882-3335

by mail to the Municipality addressed to: The Mayor, Township of Warwick, 6332 Nauvoo Road, Watford, Ontario, N0M 2S0, or by fax to (519) 849-6136

(d) by mail to the Board addressed to: The Lambton Group Police Services Board, 1672 Willowbrook Crescent, Sarnia, Ontario, N7S 5P2, or by email to info@lgpsb.ca

DRAFT

Commencement and Termination of Agreement

- 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01st day of January 2020, and shall conclude on the earlier of (i) or (ii) the date that the *Community Safety and Policing Act, 2019* comes into force.
- 27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to, and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.
- 28. Should the Municipality's designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

- 29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Deputy Solicitor General, Community Safety has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Deputy Solicitor General, Community Safety

FOR THE MUNICIPALITY

DO NOT SIGN - DRAFT ONLY

Municipality of Lambton Shores

Mayor

DO NOT SIGN - DRAFT ONLY

Chief Administrative Officer

Date signed by the Municipality _____

FOR THE MUNICIPALITY DO NOT SIGN - DRAFT ONLY
Municipality of Lambton Shores Mayor

DO NOT SIGN - DRAFT ONLY
Chief Administrative Officer

Date signed by the Municipality _____

FOR THE MUNICIPALITY DO NOT SIGN - DRAFT ONLY
Township of St. Clair Mayor

DO NOT SIGN - DRAFT ONLY
Chief Administrative Officer

Date signed by the Municipality _____

FOR THE MUNICIPALITY DO NOT SIGN - DRAFT ONLY
Town of Petrolia Mayor

DO NOT SIGN - DRAFT ONLY
Chief Administrative Officer

Date signed by the Municipality _____

FOR THE MUNICIPALITY DO NOT SIGN - DRAFT ONLY
Township of Brooke-Alvinston Mayor

DO NOT SIGN - DRAFT ONLY
Chief Administrative Officer

Date signed by the Municipality _____

FOR THE MUNICIPALITY

DO NOT SIGN - DRAFT ONLY

Village of Oil Springs

Mayor

DO NOT SIGN - DRAFT ONLY

Chief Administrative Officer

Date signed by the Municipality

FOR THE MUNICIPALITY

DO NOT SIGN - DRAFT ONLY

Town of Plympton-Wyoming

Mayor

DO NOT SIGN - DRAFT ONLY

Chief Administrative Officer

Date signed by the Municipality

FOR THE MUNICIPALITY

DO NOT SIGN - DRAFT ONLY

Township of Dawn-Euphemia

Mayor

DO NOT SIGN - DRAFT ONLY

Chief Administrative Officer

Date signed by the Municipality

FOR THE MUNICIPALITY

DO NOT SIGN - DRAFT ONLY

Township of Enniskillen

Mayor

DO NOT SIGN - DRAFT ONLY

Chief Administrative Officer

Date signed by the Municipality

FOR THE MUNICIPALITY DO NOT SIGN - DRAFT ONLY

Township of Warwick

Mayor

DO NO SIGN- DRAFT ONLY

Chief Administrative Officer

Date signed by the Municipality _____

DRAFT



CLERK ADMINISTRATOR STAFF REPORT

Report to: Mayor Ferguson and Members of Council
From: Janet Denkers, Clerk Administrator
Date: November 28, 2019

Background:

The property known as 3202 Park Street in Inwood was advertised for tax sale. The tax sale was unsuccessful.

As per Council approval at the November 14, 2019 meeting, the property was vested and the Municipality is now the legal owner. Should Council wish to sell the property, it must first be declared surplus in accordance with the municipal sale of land by-law.

Financial Implications: The tax sale value was \$49,315.79.

Recommendation:

That Council declare the property 3202 Park Street in Inwood as surplus; and that staff be directed to contact Nic Minten, Real Estate agent to arrange for the assessment of the property via his broker; and that once the appropriate property value is assigned, and that the Clerk Administrator be authorized to approve the list price; and that once approved, the property be listed for sale.

Ministry of Municipal Affairs
and Housing

Ministère des Affaires municipales
et Logement

Municipal Services Division

Division des services aux municipalités

777 Bay Street, 16th Floor
Toronto ON M5G 2E5
Telephone: 416-585-6427

777, rue Bay, 16^e étage
Toronto ON M5G 2E5
Téléphone: 416-585-6427



November 12, 2019

Dear Municipal Administrator,

Further to the November 1, 2019 letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, I am writing to provide additional information about Ontario's new Municipal Modernization Program and advise that Intake 1 under the program is now open.

Under the Municipal Modernization Program, the province is making up to \$125 million available through 2022-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies.

Program guidelines and an Expression of Interest form for Intake 1 of the program are attached. Eligible projects under Intake 1 are reviews of municipal service delivery expenditures by independent third-party reviewers that will be completed by June 30, 2020. I encourage you to consider how your municipality might benefit from participation in Intake 1 of the Municipal Modernization Program and submit an Expression of Interest by December 6, 2019. Please see the attached guidelines for details about the program and how to apply.

Under future intakes of the program, municipalities will have the opportunity to apply for projects aimed at implementing service delivery efficiencies to achieve cost savings, in addition to service delivery reviews. Intake 2 under the program is planned for Spring/Summer 2020, with additional intakes expected through 2022-23. Participation in Intake 1 is not a requirement for participation in future intakes.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents. If you have questions about the program, I encourage you to reach out to your Municipal Services Office contact or email the ministry at Municipal.Programs@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Wallace", written over a white rectangular area.

Marcia Wallace

Assistant Deputy Minister

c. Municipal Treasurer



**PUBLIC WORKS MANAGER
STAFF REPORT
Open Report**

Report to: Mayor Ferguson and Members of Council
From: Randy Hills, Public Works Manager
SUBJECT: Meeting report
Presented to Council: November 28, 2019

Parks & Recreation Manager Position

-Brad MacKenzie accepted the position and will begin with the Municipality Dec. 9, 2019
-Sale of town shop is closed and materials are now in the pole shed

Municipal Building

-working on getting railing for post office step engineered prior to installation
-asphalt to be laid in municipal parking space on Wednesday pending weather and events

Inwood Community

gazebo installed Nov. 20th; Wanstead will be signing the gazebo in the future as per agreement

Street parking

Winter parking goes in effect Dec. 1 – March 31; between 1 a.m. and 6 a.m for snow removal and winter maintenance; This by-law was formed in 2007; concerns with extending the time have been received (e.g. 2 a.m.- 7:00 a.m.) Should Council wish to consider amending, please advise

Water Loss

OCWA continues to monitor and engage experts in locating the water loss

Fuel Dispensing

Verbal notification of provider at the meeting -after review of RFP submissions

Christmas Decorations

Bluewater Power will be coming the first week of December to place the Christmas flags and lights on River Street; The BAICCC upper hall and lobby will be decorated to accommodate the numerous family Christmas' booked; the auditorium is only booked for the Optimist parade on Dec. 14th – we will have the tree up for the event

Water Tower

Inspection completed on Nov. 29th as per warranty from relining work



The Corporation of the Municipality of Brooke-Alvinston
 REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT
 (Drainage Act, R.S.O. 1990, Chapter D.17)

RECEIVED
 NOV 22 2019
 [Signature]

I hereby give notice that the 9+10 Side Rd Drain Drain is out of repair and request that:

Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

Section 77, (without an Engineer's Report and total cost not exceeding \$4,500.00)

Section 78, (with an Engineer's Report)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

Culvert need to be replaced

Property Description: Lot 10 Concession 3 Roll Number 3815 620 010 1370

911 address _____

Dated at the Municipality of Brooke-Alvinston this _____ day of _____, 20____

Ron martin

Name-please print

 Name-please print

R martin

Signature

 Signature

Telephone# 519-844-2987
 Home

519-384-9382
 Cell

Email address: _____

Additional Comments if any:

Emailed: Ray Dobbin
 11/22/19
 [Signature]

