



AGENDA

Council Meeting

4:00 PM - Thursday, May 14, 2020

[Virtual Meeting via Zoom]

Contact Municipal Office or website for details

	Page
1. DISCLOSURE OF PECUNIARY INTEREST	
2. MINUTES	
2.1. Regular meeting minutes of April 23, 2020 Council - 23 Apr 2020 - Minutes - Pdf	3 - 5
3. BUSINESS ARISING FROM THE MINUTES	
4. DELEGATIONS & TIMED EVENTS	
5. CORRESPONDENCE	
5.1. Information - May 14, 2020	6 - 50
5.2. Requiring Action - May 14, 2020	51 - 57
6. STAFF REPORTS	
6.1. Clerk-Administrator's Report: Municipal Authorization - West Nile Virus Larvicide Municipal Authorization - West Nile Virus Larvicide - Pdf	58
6.2. Clerk-Administrator's Report: Social Services Integration - Alvinston Library Social Services Integration - Alvinston Library - Pdf Letter to Brooke Alvinston Council - Social Services Integration at Alvinston Library Alvinston Library - Lambton County Services	59 - 62
6.3. Clerk-Administrator's Report: Staff Position Updates Staff Position Updates - Pdf	63 - 64
6.4. Clerk-Administrator's Report: Canada Day 2020 Festivities Canada Day 2020 Festivities - Pdf	65 - 66
6.5. Clerk-Administrator's Report: Appreciation to Businesses & Residents during COVID-19 Appreciation to Businesses & Residents during COVID-19 - Pdf contest (3)	67 - 68
6.6. Clerk-Administrator's Report: Dog Attack - River Street Dog Attack - River Street - Pdf	69
6.7. Clerk-Administrator's Report: Spider Web Playground equipment replacement Spider Web Playground equipment replacement - Pdf	70

6.8.	Public Works Manager's report: Tractor Pull Area Lane Report	71 - 74
6.9.	Public Works Manager's Report: Additional railings -BAICCC Additional railings -BAICCC - Pdf Railing picture	75 - 76
6.10.	Lightfoot Oke Drain - Summary Status Report	
6.11.	Treasurer's Report: Accounts Payable Listing - April 2020 Accounts Payable Listing - April 2020 - Pdf	77 - 91
6.12.	Treasurer's Report: Alvinston Drinking Water System Financial Plan Alvinston Drinking Water System Financial Plan - Pdf	92 - 112
6.13.	Treasurer's Report: Water and Wastewater Rate Analysis Water and Wastewater Rate Analysis - Pdf	113 - 116
6.14.	Fire Chief - Monthly Report Fire Chief - Monthly Report - Pdf	117 - 118
6.15.	Drain Issues Sisson Parker Drain Council Report - Lightfoot Oke Drain Lightfoot Oke Drain	119 - 121

7. BY-LAWS

8. NEW BUSINESS

9. CLOSED SESSION

Litigation or potential litigation matter

10. RISE AND REPORT

11. BY-LAW CONFIRMING PROCEEDINGS

11.1. Confirming By-law

12. CALL TO ORDER

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, April 23, 2020
Virtual Meeting

The Council of the Brooke-Alvinston was called to order on Thursday, April 23, 2020, at 4:00 PM, in the Virtual Meeting, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Jeannette Douglas, Councillor Jamie Armstrong, and Councillor Wayne Deans

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

Regrets:

1 CALL TO ORDER

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

2 DISCLOSURE OF PECUNIARY INTEREST

The Mayor requested that any pecuniary interests be declared at the appropriate time.

3 MINUTES

a) Special Meeting Minutes of April 9, 2020

RESOLUTION-2020-122

Deputy Mayor Frank Nemcek made a motion that the April 9, 2020 Special Session Council Minutes be approved as presented. Councillor Jamie Armstrong seconded the motion.

Carried

b) Regular Council Meeting Minutes of April 9, 2020

RESOLUTION-2020-123

Councillor Wayne Deans made a motion that the regular meeting minutes of April 9, 2020 be approved as presented. Councillor Jeannette Douglas seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

There were no delegations scheduled at this meeting.

6 CORRESPONDENCE

a) Information Correspondence

RESOLUTION-2020-124

Councillor Jeannette Douglas made a motion that the Correspondence items presented be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

7 STAFF REPORTS

- a) Treasurer's Report: Year to Date Budget to Actuals

RESOLUTION-2020-125

Councillor Jamie Armstrong made a motion that the Treasurer's Report on the Year to Date Budget Actuals be received and filed. Councillor Wayne Deans seconded the motion.

Carried

- b) CLERK-ADMINISTRATOR'S REPORT: COVID-19 Municipal Update

RESOLUTION-2020-126

Councillor Jeannette Douglas made a motion that the Clerk-Administrator's Impacts of COVID-19 report be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- c) Public Works Manager's Report: Crushing Concrete at Works Yard

RESOLUTION-2020-127

Councillor Wayne Deans made a motion that the Public Works Manager's Report on Crushing Concrete at the Public Works Yard be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

- d) Parks & Recreation Advisory Committee Minutes

The minutes from the March 11, 2020 PARC meeting were reviewed.

8 BY-LAWS

- a) Proposed By-law 17 of 2020 - Amending By-law - Penalty & Interest

RESOLUTION-2020-128

Councillor Wayne Deans made a motion made a motion that By-law 17 of 2020 be read a first, second and third time and finally be passed this 23rd day of April 2020. Councillor Jamie Armstrong seconded the motion.

Carried

9 NEW BUSINESS

The Clerk-Administrator informed Council that the St. Clair Region Conservation Area reported that one resident will be moving into the A.W. Conservation Area during the COVID-19 restrictions. The resident does not have another residence in Canada and will be quarantined for 14 days and subject to all federal and provincial COVID-19 guidelines

Councillor Nemcek mentioned that A.W. Conservation Area is closed due to COVID-19, however the trails are open and residents are able to use them.

The Clerk-Administrator stated that all Planning applications that have been submitted have been suspended by virtue of O.Reg. 149/20 until restrictions have been lifted. Staff are prepared to move forward with the applications once restrictions are lifted and public are fully able to participate in the meetings.

Notice of Motion #1:

Mayor Ferguson requested that staff be directed to report back to Council on the PARC's recommendations to place barricades at the tractor pull area and what

matters need to be considered in doing so.

Notice of Motion # 2:

Mayor Ferguson requested staff to report on the recommendations of the PARC Committee to place railings on the upper west portion of the sitting area.

Notice of Motion #3:

Mayor Ferguson requested staff to report at the next session of Council on methods to show

appreciation back to our residents while helping to keep it local and help the area businesses that have either been forced to close or reduce their hours.

10 CLOSED SESSION

There was no closed session.

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

a) Proposed By-law 18 of 2020 - Confirming By-law

RESOLUTION-2020-130

Councillor Wayne Deans made a motion that By-law 18 of 2020 be read a first, second and third time and finally passed this 23rd day of April 2020. Councillor Jeannette Douglas seconded the motion.

Carried

13 ADJOURNMENT

The meeting adjourned at 4:17 p.m.

Clerk-Administrator

Mayor



**PUBLIC NOTICE
MINOR VARIANCE APPLICATION
COMMITTEE OF ADJUSTMENT**

APPLICATION NUMBER: A-003/20
(Chris and Lindsay McLean)

LOCATION OF PROPERTY: Concession 12, West 1/2 Lot 21
(South side of LaSalle Line, West of White Pine Road)

PURPOSE OF APPLICATION: Relief from provisions of the Brooke-Alvinston Zoning By-law 9 of 2013 to construct a new dwelling. The By-law requires a Minimum Distance Separation (MDS) of 572 metres between the dwelling and a barn on a separate lot. The proposed dwelling would be located approximately 375 metres from the barn.

TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, May 26, 2020 at 9:00 a.m.** for the purpose of a public hearing into this matter. Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer prior to or during the hearing.

If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on May 25, 2020. The public hearing will be held via a ZOOM Teleconference format.

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.

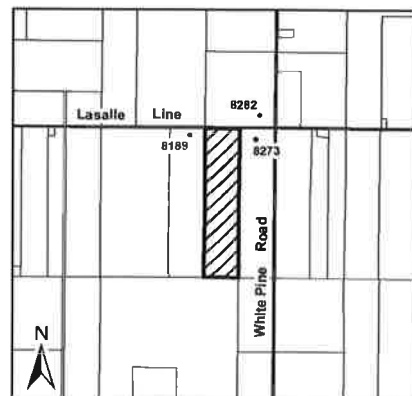
If you are aware of any persons interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would so inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston municipal office. For more information about this matter, please contact the undersigned.

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

Janet Denkers
Secretary-Treasurer
Committee of Adjustment

Email: jdenkers@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653



Subject Property



PUBLIC NOTICE MINOR VARIANCE APPLICATION COMMITTEE OF ADJUSTMENT

APPLICATION NUMBER: A-004/20
(Katelyn Buurma)

LOCATION OF PROPERTY: East ½ of Lot 11 & West ½ of Lot 12, Concession 14, and known municipally as 7299 Churchill Line

PURPOSE OF APPLICATION: Relief is requested from provisions of the Brooke-Alvinston Zoning By-law 9 of 2013 to allow the subject property to have a frontage of 56.4 metres (185 feet) and a lot area of 26.91 hectares (66.5 acres). The subject property's non-complying lot frontage and lot area will be further reduced by the approval of consent Application B-005/19. The requested variances were required as a condition of the consent application's approval.

TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, May 26, 2020 at 9:10 a.m.** for the purpose of a public hearing into this matter. Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer prior to or during the hearing.

If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on May 25, 2020. The public hearing will be held via a ZOOM Teleconference format.

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.

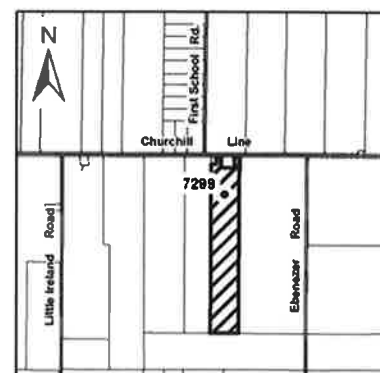
Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston municipal office. For more information about this matter, please contact the undersigned.

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

Janet Denkers, Secretary-Treasurer
Committee of Adjustment

March ____, 2020

Email: jdenkers@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653



Subject Property



PUBLIC NOTICE SEVERANCE APPLICATION COMMITTEE OF ADJUSTMENT

APPLICATION NO. B-002/20

TAKE NOTICE that an application for consent has been submitted by Everett Thorne for the property located at Concession 13, Part Lot 7, in the Municipality of Brooke-Alvinston and municipally known as 4636 Sutorville Road. The purpose of the application is to sever off a house and 2 sheds (approximate lot area is 2 acres). The retained parcel would be approximately 93 acres in size and would contain a shop and grain bins.

AND FURTHER TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, May 26, 2020 at 9:20 a.m.** for the purpose of a public hearing into this matter. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to the hearing.

ANY PERSON may attend the public hearing and/or make written or oral representation either in support of or in opposition to the proposed minor variance. If you wish to submit a written or make a oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on May 25, 2020. The public hearing will be held via a ZOOM Teleconference format.

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.

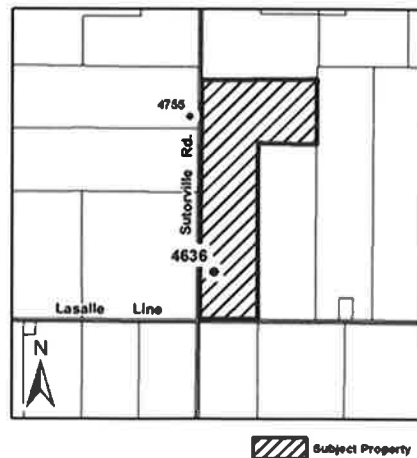
If you are aware of any persons interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would so inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston municipal office. For more information about this matter, please contact the undersigned.

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3236 River Street, PO Box 28, Alvinston, ON N0N
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**PUBLIC NOTICE
MINOR VARIANCE APPLICATION
COMMITTEE OF ADJUSTMENT**

APPLICATION NUMBER: A-005/20
(Carolynne and Amanda Griffith)

LOCATION OF PROPERTY: Part Lot 17, Concession 10
4091 Nauvoo Road

PURPOSE OF APPLICATION: Relief from provisions of the Brooke-Alvinston Zoning By-law 9 of 2013 that require agricultural lots in the "Agricultural 1" zone to be a minimum of 38 hectares (94 acres) in size and requires residential lots in the "Agricultural 1" zone to be a maximum of 1 hectare (2.47 acres) in size. The Brooke-Alvinston Committee of Adjustment's approval of Application B-001/20 will result in an existing agricultural lot being reduced to 19 hectares (47 acres) in size and an existing residential lot being enlarged to 1.2 hectares (3 acres) in size.

TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, May 26, 2020 at 9:30 a.m.** for the purpose of a public hearing into this matter. Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer prior to or during the hearing.

If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on May 25, 2020. The public hearing will be held via a ZOOM Teleconference format.

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.

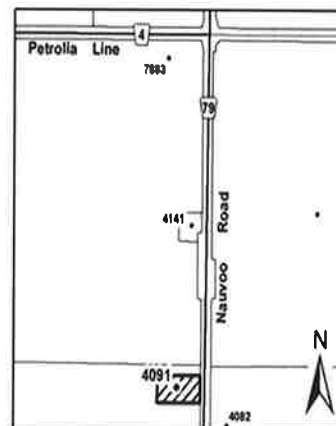
If you are aware of any persons interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would so inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston municipal office. For more information about this matter, please contact the undersigned.

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

Janet Denkers
Secretary-Treasurer
Committee of Adjustment

Email: jdengk@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653



Subject Property



Long-Term Care Division
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3872
www.lambtoncares.ca

NEWS RELEASE

For Immediate Release

Lambton County Connects offering French programming

Wednesday, April 29, 2020

Wyoming, ON - Lambton County Connects (LCC) is excited to add two new French programs to its growing list of events.

Beginning Thursday, April 30, LCC will be working in partnership with the French Community Centre to offer the following programs in French:

- Café-causerie, Tuesdays at 10:30 a.m.
- Trivia, Thursdays at 10:30 a.m.

While COVID-19 has changed the way many services are delivered, it has also prompted growth in many services. LCC has seen a large increase in demand since the onset of the COVID-19 pandemic.

LCC provides individuals in Lambton County an opportunity to socialize, learn new skills, and stay connected to others from the comfort of their own home, while helping prevent social isolation in the community. All activities are offered free over the telephone or online by video if participants have a tablet or computer with internet access.

The LCC team continues to add additional programs to meet the needs of the community. You can find a list of programs, frequently asked questions and the event calendar online at lambtoncares.ca.

If you would like more information on the Lambton County Connects program or to register, please visit lambtoncares.ca, call 519-882-1470 ext. 5007 or 1-800-565-3890 ext. 5007, or email lcc@county-lambton.on.ca.

-30-

Please contact:

Lee Ann Woollings

Community Services Supervisor

County of Lambton

519-381-8185

leeann.woollings@county-lambton.on.ca



Lambton Public Health
160 Exmouth Street
Point Edward, ON N7T 7Z6

Telephone: 519-383-8331
Toll free: 1-800-667-1839
Fax: 519-383-7092
www.lambtonpublichealth.ca

NEWS RELEASE

For Immediate Release

Community Gardens - COVID-19 Guidance

Thursday April 30, 2020

Point Edward, ON - The province of Ontario recently announced new and amended emergency orders that will permit the use of allotment and community gardens. The provincial announcement stated: *"These gardens are an essential source of fresh food for some individuals and families, including those who face food insecurity. Local medical officers of health will provide advice, recommendation and instructions that the gardens must meet in order to operate, such as physical distancing, and cleaning and disinfecting commonly used equipment and surfaces."*

There are many community gardens in Lambton County. Some are operated by community organizations or churches, and many are operated on municipal property such as parks or other available green space and may be known as "allotment gardens". Community gardens can provide fresh produce at low or no cost in the summer months and are considered an important component of a healthy community food system.

Dr. Sudit Ranade, Medical Officer of Health for Lambton County has confirmed that community and allotment gardens may operate in Lambton County as long as they follow a set of guidelines designed to reduce the risk of transmission of COVID-19 ([detailed requirements attached - see Fact Sheet](#)).

General Advice

Any person that uses community gardens must do so in accordance with the following requirements:

Entrance Restrictions: Prohibit access to anyone who is exhibiting symptoms of COVID-19 or has had close contact with a confirmed case. Restrict access to registered members, staff, and volunteers. Non-members and visitors should not be permitted to enter.

Maintain Physical Distancing: Maintain a distance of at least 2 metres (6 feet) from other people except for members of the same household. Groups of people at a site limited to 5 or less.

Ensure Good Hand Hygiene: If hands are visibly soiled, handwashing with soap and water is preferred. Where possible, provide by providing handwashing stations in the gardens. Perform hand hygiene before entering and upon leaving the garden.

Avoid Sharing Gloves and Tools: Bring your own gloves and tools and do not return gloves to any shared storage.

Bring Disinfectant Supplies: Use water, soap, hand sanitizer and towels to clean frequently touched surfaces.

Signage: Place clear, visible signage throughout the garden — especially locations where shared equipment, tools, etc. are located — reminding registered members, staff and volunteers of the requirements that must be followed when using the garden to prevent the transmission of COVID-19.

Communication: Recommend gardens develop and communicate COVID-19 policies/protocols. Consider using a sign-in and sign-out system to track users accessing the garden each day. This may assist with communication and close-contact tracing if required, etc.

Lambton Public Health acknowledges that municipalities and others who permit community gardens on public or private property may have additional requirements.

Information related to community gardens and other COVID-19 updates can be accessed at LambtonPublicHealth.ca.

-30-

Please contact:

Lambton Public Health

LPH-media-inquiries@county-lambton.on.ca

Related resources:

- Fact Sheet - [Community Garden Requirements](#)
- Poster Infographic - [COVID-19 Gardening Safety Tips](#)
- Sign - [Community Gardening: Practise Physical Distancing](#)

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



April 20, 2020

Member Update for April 20, 2020

Planning Notice Timeline Changes Anticipated

A regulatory change for municipal *Planning Act* decisions made between February 26 and April 14 took place last week. While the regulation (O.Reg 149/20) is complex, it clearly requires that decision notices will have to be re-posted and a new 20-day appeal period will need to run once the Emergency has ended. Municipalities may choose to post now or they can wait until up to 15 days after the emergency is declared over. Planning staff should watch for an ERO posting on this issue shortly.

Province Expands List of Essential Workers That Can Access Free Emergency Child Care

The government expanded the list of essential workers able to access free emergency child care. In addition to frontline health workers and first responders, others are now eligible including homeless service workers and energy power grid workers. More information on the full list is found in the [Ontario Newsroom](#) and the [amendment to Ontario Regulation 51/20](#) under the *Emergency Management and Protection Act*.

New Regulation Temporarily Eliminates Reduced Load Periods on Roads in Southern Ontario

The Ontario Government filed [regulations](#) on April 16, 2020 to eliminate reduced load periods in some parts of southern Ontario. The regulation is intended to remove obstacles to the delivery of supplies of certain products and commodities related to the COVID-19 emergency and is temporary, expiring June 30, 2020.

Products such as: food, fuel, medical and sanitation supplies, as well as farm and paper products are included in the list. The regulations only apply in specified municipalities or parts of municipalities named in section 3 of the regulations. Municipal governments should consult the regulations to see if they are affected.

Reduced Load Periods on municipal roads are permitted through section 122 of the *Highway Traffic Act* and are intended to protect road infrastructure during periods

such as the spring melt. AMO understands that the regulations were developed following analysis that suggested roads in the affected areas were low risk for damages in spring. Other parts of the province are not affected. A letter from the Minister of Transportation to affected municipal governments is anticipated shortly.

AMO to Release OPP Detachment Board Discussion Paper

AMO is finalising a discussion paper on the establishment of new OPP Detachment Boards. Members are invited to [register to have a sneak peek](#) at the paper through a webinar presentation on Friday April 24, starting at 11:00 am with Matthew Wilson, AMO Senior Advisor.

AMO COVID-19 Webinars Series: Municipal Labour Relations during COVID-19

AMO is convening a panel discussion on labour relations on Wednesday April 22 starting at 2:00pm. Members are invited to [click here to join the discussion](#) on the 22nd. Panelists include representatives from Hicks Morley, the Ontario Municipal Human Resources Association, and AMO.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

April 23, 2020

AMO COVID-19 Update: Municipal Fiscal Issues and other items of municipal interest

COVID-19 Municipal Fiscal Issues

One of the first issues AMO raised with provincial government upon the declaration of the COVID-19 emergency was the impact on municipal finances, both added operational costs and lost revenues.

It continues to be the focus of our active advocacy and discussion with our members and with the Government of Ontario. In March, the province provided an important \$200 million down payment to help with added human services costs and to fund added emergency benefits through Ontario Works. The approach was much needed and notably flexible.

The province followed up in its March Fiscal and Economic Statement with authority to delay education tax remittances, and other measures, to support municipal cashflow. One of the most important messages at that time from the Minister of Finance was that it was just a “first step”, recognizing more would be needed. Finance Minister Phillips has repeated that message on a number of occasions.

AMO has continued these discussions with the province and the Government of Ontario is eager to better understand the short- and long-term financial impacts, the best way to assist municipal governments, and the potential opportunities to support recovery and economic stimulus.

As well, FCM has just released its request to the Government of Canada. AMO supports the FCM request because it will, if implemented by the federal government, benefit municipalities in every part of Ontario with immediate and flexible financial assistance, help with massive losses in transit revenue, and potentially support infrastructure investment.

FCM is seeking \$10 billion in federal funds for municipal relief. It is advocating for a hybrid allocation-based model based on additional gas tax funding of \$7.6 billion and an additional \$2.4 billion based on public transit ridership.

The FCM proposal is based on municipal allocations of \$35 per capita, per month, for six months. Public transit funding is based on the Canadian Urban Transit Association's estimated need of \$400 million per month for six months (to match 2019 ridership and revenues). The proposal suggests that the provinces should assume responsibility for vulnerable individuals support, backstopping property tax deferrals and revenues, and additional grants.

Financial assistance from the federal and provincial government will be essential to the management of the current emergency and the recovery afterwards. Both Canada and Ontario have the fiscal capacity to backstop municipal operations through this crisis and to help underwrite the longer-term financial sustainability of Ontario's diverse communities.

AMO will continue to work with its members and with government to advocate for measures that address the impacts of the COVID-19 emergency, support the underlying financial sustainability of municipalities, and recognize the indispensable role of municipal government in the economic recovery of Ontario and Canada.

Ontario Extends Emergency Orders

Today the province announced it would extend all emergency orders until May 6, 2020.

The orders mandate the continued closure of public places, social gatherings, and non-essential workplaces.

MPAC Offers Municipalities a Quarterly Payment Deferral

The Municipal Property Assessment Corporation (MPAC) wrote to all municipalities advising that it is offering a one-time deferral of its quarterly invoice. This measure supports municipal property tax deferrals. Nicole McNeill, MPAC's President announced this news in an April 21st letter to CAOs, municipal finance staff, and Heads of Council.

AGCO to Resume Limited Cannabis Store Licensing

The Alcohol and Gaming Commission of Ontario (AGCO) announced it has been authorized by the Ontario government to resume licensing of cannabis retail stores in certain circumstances. Previously, when the updated closure order was released, cannabis retail stores were closed to customers and then authorized for curbside pickup and delivery only. At the time, retail authorizations were expected to halt. Several

retailers had moved far in the process of readying their stores to open, with construction completed and permits issued when that announcement was made.

As a result, AMO understands that retail stores meeting those criteria will be issued authorizations to open for curbside pick up and delivery only. Retailers issued authorizations in this period must comply with all regulatory requirements, emergency orders and legislation. Authorizations for stores in Toronto, Kingston, St. Thomas and Stratford have been granted licenses in the current round.

Guidance Posted on Suspension of Land Use Planning Timelines

Guidance on how to implement the new Sec. 70.11 of the *Planning Act* and O.Reg. 149/20 has now been posted on the ERO. The regulation implementing *Planning Act* Section 70.11 effectively suspends a number of timelines including those that, once exceeded, allow proponents to appeal non-decisions on specified applications. A list is provided in the guidance. The regulation also effectively suspends a number of processing / administrative timelines in the *Planning Act* and these are also listed in the guidance.

Municipal governments can choose to suspend planning activities while staff focus on emergency related activities or they can continue to process planning applications. Municipalities that choose to carry on with planning activities will need to organize means to address the public participation requirements of the Act. The guidance offers a number of suggestions on how this might be accomplished.

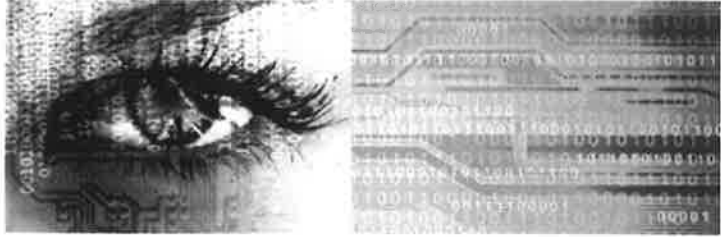
Government Extending Covid-19 Response Services to Low-Income Seniors and Disabled Persons

Working with the Ontario Community Support Association (OCSA), the province has launched a new Ontario Community Support Program to expand existing Meals on Wheels services to reach low-income seniors and people with disabilities and chronic medical conditions across Ontario. The program will also develop the capacity of community organizations and others to help deliver medication and other essentials.

People in the community can request access to service through the OCSA website. Local 2-1-1 services will provide information and referral to the program for community residents. For more information on government initiatives to serve vulnerable residents, see the Ontario Newsroom.

Electronic Meetings Resource

AMO watchfile



April 23, 2020

In This Issue

- COVID-19 resources.
- Communications and virtual attendance at council meetings webinars.
- Invitation to member municipalities: Join AMO-Led OPP Detachment Board webinar.
- AMO's latest on broadband & cellular connectivity.
- Diabetes Canada requests municipal assistance to clear garbage from around bins.
- WSIB announces \$1.9 billion in financial relief for employers.
- PJ Marshall Award - deadline extended.
- Updated Waste Diversion information on AMO website.
- Government extending Covid-19 services to low-income seniors & disabled persons.
- Guidance on planning timelines posted.
- Consultation extended on proposal under the *Consumer Protection Act*.
- Digital meeting management for small municipalities.
- AMO 2020: Annual General Meeting and Conference.
- Cancellation deadline extended for exhibitors to July 6 in response to COVID-19.
- AMO's popular social media webinar series available through Municipal Education.
- COVID19 can even affect personal insurance.
- Energy Training despite social distancing: Is this possible?
- Municipal Group Buying program: COVID-19 Updates.
- Municipal Group Buying program vendor webinar: Gasboy/Gilbarco.
- Municipal Group Buying program webinar – Procurement.
- ONE Investment: Two important webinars.
- Limerick resolution concerning the devastating loss of lives in Nova Scotia.

AMO COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

Over the last few weeks, AMO has been hosting webinars to support members in communications during COVID-19 and guidance for council meetings with electronic attendance. These are now [available here](#).

AMO Matters

AMO is finalising a discussion paper on the establishment of new OPP Detachment Boards. Members are invited to [register to have a sneak peek](#) at the paper through a webinar presentation on April 24, starting at 11:00 am with Matthew Wilson, AMO Senior Advisor.

Check out AMO's webpage for the [latest news](#) on broadband and cellular connectivity. Any questions on the material can be directed to [Amber Crawford](#).

Diabetes Canada has written an open letter to Canada's mayors and municipalities requesting your help to clear garbage and soiled textiles from their donation bin sites. For more information [click here](#).

WSIB is offering a financial relief package to help alleviate burden from COVID-19. Both Schedule 1 and Schedule 2 employers will benefit from this automatically. For additional information, [click here](#).

The deadline to submit an application for the [PJ Marshall Award](#) has been extended to Friday, May 29, 2020. Please review updated requirements.

With the COVID-19 emergency, waste management operations have been a priority to ensure continued vital collections for the health and well-being of Ontarians. However, the move of all waste diversion programs towards full producer responsibility continue. AMO applauds the government's commitment as these programs will create Ontario jobs and help our economic recovery. The government has committed to deliver a draft Blue Box regulation in summer 2020. At the same time, we have a new Batteries Regulation and development of programs for Electronics and Household Hazardous Waste. Given this, AMO staff have revamped their website to provide the [latest updates](#). For more information, contact [Dave Gordon](#) (Senior Advisor) or [Amber Crawford](#) (Policy Advisor).

Provincial Matters

Working with the [OCSA](#), the government launched a new [Ontario Community Support Program](#) to expand existing Meals on Wheels services to reach low-income seniors, and people with disabilities and chronic medical conditions. The program will also develop the capacity of community organizations to help deliver medication and other essentials. Local 211 services will provide information and referral. For more information on government initiatives to serve vulnerable residents, see the [Ontario Newsroom](#).

A new section to the *Planning Act* (Sec. 70.11) was enacted to help municipal government manage/suspend the planning process while focusing on COVID-19. The [Guidance](#) on how to implement the new [Sec. 70.11](#) of the *Planning Act* and [O.Reg. 149/20](#) has now been posted on the ERO.

The Ministry of Government and Consumer Services has extended the [consultation period](#) on the proposal to implement administrative penalties (APs) under the *Consumer Protection Act, 2002* (CPA) by four weeks, to May 25, 2020.

Eye on Events

eSCRIBE, AMO's partner of cloud-based meeting management solutions for public

sector boards and councils, has unveiled eSCRIBE Lite. [Register for a webinar](#) on April 29 at noon and learn how this solution can help municipalities with under 20,000 people cross the digital divide.

In person or online, AMO 2020 will connect municipal leaders to the information they need most. Planning is well underway for August 16-19 in Ottawa, but we are also planning for a contingency approach that would transform AMO 2020 into a virtual conference if need be. An update will be provided to AMO members soon. Contact [Poonam Ruparelia](#) with questions. Visit the AMO [website](#) for updates, details and registration information.

Recognizing how quickly things are changing in the environment of COVID-19, and in appreciation of our valued exhibitors, AMO is extending the exhibitor cancellation deadline. Exhibitor information can be [found here](#).

Over the past few weeks, AMO and Redbrick Communications have been supporting members on communications through COVID19. Additional resources are now available for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

LAS

LAS's Home and Auto Insurance Program partner, Cowan Group, keeps you updated with the [latest information](#) on personal insurance news and resources related to COVID19.

Just because we're social distancing doesn't mean we can't learn! In partnership with Stephen Dixon (TdS Dixon), LAS still offers the [same great energy workshops](#) you've come to expect, now ONLINE! These can even include virtual energy hunts! Up to 75% incentive available through the IESO. Contact [Christian Tham](#) to discover the possibilities!

We are working with our Group Buying partner, Grainger, to ensure PPE is available to all municipalities. Be sure to check out our new [COVID-19 Update Page](#) for this and other important information from our Group Buying vendors. [Contact us](#) for more information.

Webinar April 29 @ 11am –Gasboy/Gilbarco, one of many [Municipal Group Buying Program](#) vendors, is hosting a webinar on Fuel Reconciliation and Fuel Audits using Gasboy/Ekos. Interested? [Contact us](#) for registration information.

Webinar April 30 @ 10am – Our Procurement webinar has been rescheduled to next week: Group buying saves time and money, though there are a number of rules that need to be followed. Grab a coffee and join us to learn all about the procurement for our popular [Municipal Group Buying Program](#). [Register here](#).

ONE Investment

Two important webinars hosted by ONE, in conjunction with our external investment

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



April 27, 2020

AMO COVID-19 Update – What You Need to Know Today: Provincial Re-Opening Approach, PPE Access, LTC Orders, Increased COVID Pay, Community Gardens

Provincial Direction on COVID-19 Re-Opening Approach

Today, the government released [A Framework for Re-opening our Province](#) to assist planning for stage by stage approach to re-opening the economy in a safe manner. According to Premier Ford, it is a “roadmap, not a calendar”. The framework does not set out hard dates nor provide specific detail on which businesses will re-open. Rather it outlines criteria to guide Ontario's Chief Medical Officer of Health and health experts to use when advising the government on the loosening of emergency measures.

As well, there are guiding principles for the safe, gradual reopening of businesses, services, and public spaces. The framework also provides details of an outreach strategy to help inform the restart of the provincial economy. This will be led by the [Ontario Jobs and Recovery Committee](#). Further information on the announcement is found in the [Ontario Newsroom](#).

New Orders regarding Long-Term Care Homes

The Province has introduced new and has amended some emergency orders under subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act* to regarding Ontario's long-term care homes. These orders provide for the [redeployment of staff](#) to allow health service providers, including hospitals, to temporarily reassign frontline staff to provide services and supports in long-term care homes.

We understand that these provincial orders have been put in place for those few urgent situations where hospital staff needs to be redeployed immediately to a long-

term care home to protect residents' and staff health and safety. It is expected that such extreme measures would only be used only if absolutely necessary and that all other additional support and assistance methods available had been exhausted.

Additional Pandemic Pay for Some Frontline Workers

The Ontario government is now providing frontline staff with a temporary pandemic payment to recognize the dedication, long hours, and increased risk of working to contain the COVID-19 outbreak. Those eligible to receive the payment are staff working in long-term care homes, retirement homes, emergency shelters, supportive housing, social services congregate care settings, corrections institutions and youth justice facilities, as well as those providing home and community care and some staff in hospitals.

We understand that paramedics nor LTC management are not currently part of this program; however, the Province has indicated that they “are continuing to consult with our health care partners to address questions and determine who might meet the criteria for pandemic pay”.

Community Gardens

The opening of community and allotment gardens has been an area of great public interest with the start of better spring weather. It was announced on April 25th that the use of allotment gardens and community gardens across the province is now permitted. These gardens are an essential source of fresh food for many individuals and families, including those who face food insecurity.

Local Medical Officers of Health will be providing operating direction and instructions for these gardens – such as physical distancing, and cleaning and disinfecting commonly used equipment and surfaces.

Two Methods to Access PPE for Municipal Purposes:

Provincial Process: (text provided by the Ministry of Government and Consumer Services)

On March 17, 2020, the Government of Ontario declared a state of emergency to help contain the spread of COVID-19 and protect the public. Significant efforts have been made and continue to be underway to support the Province's battle against the pandemic.

Ontario, like many other jurisdictions, faces significant shortages of critical supplies and equipment for frontline workers across the public sector. We are experiencing a highly competitive market, hardening borders and disrupted supply chains, so working together to take advantage of any and all opportunities available to us makes sense.

On March 28, the Ontario government enacted regulations that enabled the Province to require data from certain public sector entities. This requirement includes gathering information on inventories, orders, and supply constraints for critical COVID-19 products.

The information is being collected in a Virtual Inventory to provide an aggregated view of urgent and near-term demand and supply requirements allowing government to prioritize buying what is needed most, deploying them, and allocating them on a priority basis to support the delivery of essential services to Ontarians.

The list of critical supplies and equipment the Province is centrally procuring, and tracking is evolving and currently includes:

- ventilators
- eye protection
- masks
- hand sanitizer
- swabs and test kits
- gloves
- gowns
- sanitation supplies
- thermometers.

How can municipal governments participate in provincial process?

Participating in the Provincial COVID-19 supply chain gives municipalities access to provincially purchased critical supplies and equipment, in addition to their current supply chains.

Municipalities currently participating should continue to report inventory and demand to:

- the Ministry of Health (e.g. health centres, paramedic services, LTC homes)
- the Ministry of the Solicitor General for municipal fire and police services.

For all other critical municipal PPE supply needs to support frontline workers and/or the people they serve (e.g. homeless shelters, supportive housing, community housing, and transit), a municipality can choose to participate in the integrated public sector supply chain through the Virtual Inventory.

In addition, the federal government, through the Public Health Agency Canada (PHAC), is also undertaking bulk purchasing of critical supplies and equipment to support COVID-19 response. The Province is working closely with PHAC to access these needed supplies and equipment. The federal government recently indicated that municipalities should work through the Province as part of our ongoing orders. The best way for municipalities to send their requests for these critical products is to participate in our inventory and demand process.

If municipalities decide to opt-in, the Province asks that the COVID-19 supply and demand requirements for all municipal services that aren't yet captured, be included in the reporting. They have tools and training available to support municipal participation.

If your municipality is interested in participating in an integrated public sector supply chain, please contact doingbusiness@ontario.ca and provide a single point of contact for your municipality to receive the survey link, training options and instructions.

LAS Process: (Local Authority Services is AMO's business service)

Need PPE? Look no further than the LAS Municipal Group Buying Program. Our partnership with Grainger Canada provides masks, gloves, and other safety equipment for municipalities and their frontline staff, including paramedic and police services. Contact LAS for more information or to connect with Grainger directly.

Suspension of Timelines in the *Ontario Heritage Act*

AMO has been asking many Ontario ministries about the application of Ontario Reg. 73/20 on their respective legislation that includes statutory timelines.

On April 24th a letter from the Ministry of Heritage, Sport, Tourism and Culture Industries to municipal governments clarified that Ontario Reg. 73/20 applies to *Ontario Heritage Act*, specifically the timeframes under subsections 32(2), 33(4), 34(2), and 42(4) of the *Ontario Heritage Act*.

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



April 28, 2020

Please be advised that in accordance with the Association's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 – 2022 AMO Board of Directors.

Attached please find:

- A summary of the offices for which elections will be held at the 2020 Annual Meeting;
- An estimate of the annual time commitment required to serve on the AMO Board of Directors and for those who will then serve on the AMO Executive Committee; and
- Nomination Form

Candidates reflecting Ontario's diversity are encouraged to seek election to the AMO Board. The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Board. From the AMO By-Law No. 2 Part 3, qualifications are:

3.3 Qualifications of Directors.

a) Every Director shall:

- be an individual of eighteen (18) or more years of age;
- be an elected official of a Member Municipality or an employee of a Member Municipality of the Corporation;
- not be an undischarged bankrupt; and
- not be declared incapable.

b) The position of Secretary-Treasurer is to be filled by an employee of a Member Municipality and also meet the qualifications of 3.3 a).

Qualified Nominees must obtain a Council resolution of support which must also specify the Caucus or position for which the individual is being nominated. In order to provide the broadest representation possible, AMO By-law No. 2 stipulates that a member municipality can only have one representative on the Board unless another representative is on the Board as an appointed official from a municipal group. See Section 3.4(e)*

A completed Nomination Form and supporting material must be received no later than 12:00 noon on Monday, June 22, 2020. Nominations will not be accepted beyond that date. AMO's Chief Returning Officer, Peter Fay, will certify the nomination. A Nominations Report will be issued no later than Friday, July 24, 2020.

Please forward a completed Nomination Form to the Association via email amoelections@amo.on.ca or fax at (416) 971-6191 or mail to the attention of Brian Rosborough, Executive Director. Scans and photographic images of documents are acceptable.

All candidates will be contacted to confirm receipt of their nominations and at that time will receive further information on the election process.

If you have any questions regarding this information, please contact Brian Rosborough, Executive Director at (416) 971-9856, ext. 362, e-mail brosborough@amo.on.ca or Lorna Ruder, Executive Assistant, ext. 341, email lruder@amo.on.ca

Trevor Wilcox, Secretary-Treasurer

Association of Municipalities of Ontario

A handwritten signature in black ink, appearing to read "Trevor Wilcox". The signature is fluid and cursive, with the first name "Trevor" being more prominent and the last name "Wilcox" following in a similar style.



April 29, 2020

AMO COVID-19 Update – April 29th, 2020

Pandemic Pay Extended to Paramedics

In a Letter of Thanks to Frontline Workers that went out late on April 28th from Minister Peter Bethlenfalvy, President of the Treasury Board of Ontario, and Minister Christine Elliott, Minister of Health, it was confirmed that the pandemic pay, announced this past weekend has now been extended. The letter said that this premium pay now also applies to respiratory therapists, mental health and addictions workers in hospitals and congregate care settings, **public health nurses**, and **paramedics**. We understand that provincial consideration is still ongoing for inclusion of long-term care home management who are not currently part of this program.

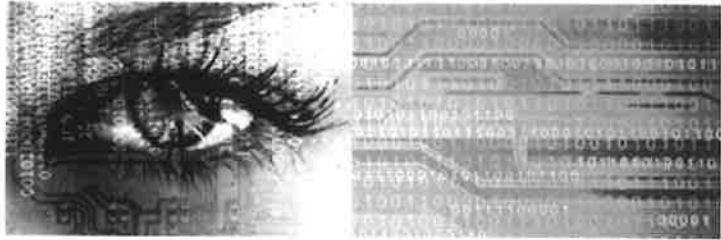
Province Expands List of Essential Workers That Can Access Free Emergency Child Care, including Municipal Workers

The government expanded the list of essential workers able to access free emergency child care. The original list consisted of frontline health workers and first responders. In recent weeks, it was expanded by the government to include other employees including homeless service workers and energy power grid workers.

Today's expansion of eligible workers covers various occupations in the private and government sector such as truckers, grocery store employees, court employees, and auxiliary staff employed in long-term care homes such as cooks and cleaners. More information on the full list is found in the Ontario Newsroom and the amendment to Ontario Regulation 183/20 under the *Emergency Management and Civil Protection Act*.

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO watchfile



April 30, 2020

In This Issue

- COVID-19 resources.
- The municipal CAO during COVID-19 - Special podcast series.
- Tax deferrals.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Reminder for comments on Draft Blue Box Recommendations.
- Ontario's Cyber Security Community of Practice (CoP).
- BEACON Digital Therapy - Innovative mental health care support.
- AMO 2020: Annual General Meeting and Conference.
- AMO 2020: Exhibitors.
- AMO's popular social media webinar series available through Municipal Education.
- LAS Blog: Natural Gas Program update.
- Road & Sidewalk Assessment webinar: New features in Streetlogix.
- A letter of thanks from Nova Scotia Federation of Municipalities.

AMO COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

In a 3-part special series of our On Topic Podcast, Nigel Bellchamber and David Siegel examine the role of CAOs during COVID-19. Parts 1 & 2 [available now](#), part 3 coming Friday.

Many municipalities are offering tax deferrals and waiving late payment penalties. Here is [a list assembled by AMO](#). The list is not exhaustive but it gives a sense of municipal efforts to support property taxpayers. If you have a council-approved plan to add a deferral, please email: mstaveley-watson@amo.on.ca.

AMO Matters

Please be advised that in accordance with the Association's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 - 2022 AMO Board of Directors. A [completed nomination form and supporting material](#) must be received no later than 12:00 noon, Monday, June 22, 2020.

AMO is looking for feedback on the [draft municipal comments on a Blue Box regulation](#). If you haven't done so already, direct comments to Amber Crawford ASAP at acrawford@amo.on.ca.

Provincial Matters

Ontario's Cyber Security Community of Practice (CoP) is for cyber practitioners in the broader public services to discuss monitored cyber events, and to share research and insights on keeping public service delivery systems secure. Email cyber.advice@ontario.ca to request an invitation.

Eye on Events

AMO's [partnership with BEACON](#) provides members with an innovative approach to support the mental health of employees. [Join us on May 14 at noon for a webinar](#) where we will demonstrate how you can help your employees and their dependents, easily access effective mental health care through the BEACON platform.

AMO 2020 will connect municipal leaders to the information they need most. Planning is well underway for a contingency approach that would transform AMO 2020 into a virtual conference. An update will be provided to members soon. Contact [Poonam Ruparelia](#) with questions. Visit the AMO [website](#) for updates, details and registration information.

For AMO industry partners, the AMO Conference is an unparalleled opportunity to make and solidify relationships. We are currently working on a contingency plan that will transform the conference to a virtual conference. An update will be provided to our valued partners soon. In the meantime Exhibitor information can be [found here](#).

Recordings of AMO's Social Media webinar series are now available for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

LAS

Like nearly everything, commodity pricing has been impacted by recent global events. Check out the [LAS Blog](#) to see how our [Natural Gas Commodity Program](#) is doing in this rapidly changing environment.

Webinar May 14, 2020 @ 10am - The [Road & Sidewalk Assessment Service](#) software is being improved to serve you better! Join us to learn about key updates and for a sneak peek at the new mobile work order management tool in Streetlogix. [Register here](#).

Municipal Wire*

Please find [attached](#) a message of thanks from colleagues at the Nova Scotia Federation of Municipalities for the support Nova Scotia received, at this exceptionally difficult time, from the Canadian municipal sector.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal



May 1, 2020

AMO releases OPP Detachment Boards Discussion Paper

The AMO Board recently approved a discussion paper on the establishment of new OPP detachment boards. The paper is designed to help municipal officials assess key issues, lead informed conversations, and lay the foundation for successful governance in the future.

The paper recognises the importance of municipal self-determination and cooperation in re-establishing OPP boards. The paper asserts twelve guiding principles to inform that discussion. Of note, AMO recommends the provincial government relinquish its authority to make appointments to OPP detachment boards.

Canadian precedence for fully municipally appointed boards exists in Alberta, Quebec, and Saskatchewan. Municipal employees may be appointed to a board in Manitoba and Alberta.

AMO sees merit in municipally selected board members being composed of local elected officials, community representatives (ie. not holding elected office), and a municipal staff member to support the policy drafting functions of a board.

While the exact composition of each board will vary, AMO believes all municipalities should have the opportunity to select a representative on an OPP detachment board. Municipalities in a detachment (or a portion of a detachment) should be provided every opportunity to develop and propose locally developed board composition ideas to the province.

Regulatory discussions regarding the establishment of new detachment boards are not expected to resume until the public health emergency is over. As local circumstances and priorities permit, the OPP Detachment Board paper is submitted for municipal discussion. This is an opportunity for municipalities to consider what the future of police governance should look like once that conversation restarts.

AMO Contact:

Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 extension 323.



May 1, 2020

Province Allowing Certain Businesses to Reopen May 4th – Including Municipal Construction Projects

The government announced that it will allow certain businesses to reopen under strict health and safety guidelines. This includes a resumption for additional essential municipal construction projects as well as site preparation, excavation, and servicing for institutional, commercial, industrial and residential development. Marinas and golf courses are allowed to start to get ready for the coming season but are not allowed to open to the public. The effective date is Monday, May 4th at 12:01 a.m.

For more information and the full list of businesses allowed to resume business, see the Ontario website. The government has said that the next stage of reopening will happen once a steady decrease in COVID-19 cases occurs. Businesses will need to comply with strict new guidelines to ensure occupational health and safety.

AMO's COVID-19 Resources page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.



May 8, 2020

COVID-19 Update – Municipal Financial Stabilization Needed, Safe Reopening – Guidelines & Webinar, and Long-Term Care Review Coming

Municipal Fiscal Stabilization and Economic Recovery

Today, AMO President Jamie McGarvey, wrote [a letter](#) to Prime Minister Trudeau and Premier Ford to urge them, and their governments, to work together to invest in the financial stabilization of municipal governments and the needed recovery of local economies.

Province Announces Post-Pandemic Review of Long-Term Care

The government is planning a post-pandemic review of long-term care, both to examine lessons learned from the COVID-19 response and long-term issues. Further details are to be announced soon. AMO welcomes the review and expects to engage with the government to address longstanding municipal asks.

Thinking About How to Reopen Your Municipal Offices Safely?

Over the past week, the government has begun easing restrictions on workplaces that can operate safely by following public health and safety guidelines. To help prepare your organization, the Ministry of Labour, Training, Skills and Development developed [guidelines](#) to inform employers and workers.

AMO's Webinar Series (Part 2): Municipal Labour Relations During COVID-19

On Wednesday May 13 at 3:30 pm, AMO, the Ontario Municipal Human Resources Association (OMHRA) and Hicks Morley will be having their 2nd webinar on COVID-19 human resources issues. Panel discussion will include what we know to date on pandemic pay as well as a discussion on recovery obligations and guidelines for

employers. Access to this upcoming [webinar](#) is available on AMO's [COVID-19 Resources](#) page, under Webinars.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



April 23, 2020

Your Worship David Ferguson
Municipality of Brooke-Alvinston
P.O. Box 28, 3236 River Street
Alvinston, ON N0N1A0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: Christopher Pape
Email: Christopher.Pape@ontario.ca
Phone: 519-854-6595

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management

cc: Kris Redick - CEMC
Christopher Pape - Field Officer - St.Clair Sector

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 325-0408
 MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau de la solliciteure générale

25, rue Grosvenor, 18^e étage
 Toronto ON M7A 1Y6
 Tél.: 416 325-0408
 MCSCS.Feedback@Ontario.ca



132-2020-380
By e-mail

April 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you may know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force, which mandate every municipality in Ontario to prepare and adopt a Community Safety and Well-Being (CSWB) plan.

As part of these legislative requirements, municipalities must consult with chiefs of police and police services boards or detachment commanders and various other sectors, including health/mental health, education, community/social services and children/youth services, as they undertake the planning process. As previously communicated, municipalities had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021). Municipalities also have the flexibility to develop joint plans with neighbouring municipalities and/or First Nations communities, which may be valuable in order to meet the unique needs of the area.

With the COVID-19 outbreak, our government appreciates that municipalities are currently facing unprecedented circumstances in their communities. We also understand that some municipalities may experience delays in their planning and engagement processes as a result of the current provincial emergency.

In order to support our municipal, policing and community partners during this emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amends the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans past January 1, 2021. The amendments came into force immediately upon Royal Assent. This change will help ensure municipalities are able to meet the legislative requirements and complete their CSWB plans. The Ministry of the Solicitor General (ministry) will work with the Association of Municipalities of Ontario, as well as the City of Toronto, to determine an appropriate new deadline that will be set by regulation at a later date. For reference, the new Act can be found at the following link:

<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-189>

This extension will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to the COVID-19 outbreak, while also providing adequate time to effectively undertake consultations, work collaboratively with partners, and develop meaningful and fulsome plans following the provincial emergency. Where possible, municipalities are encouraged to explore

.../2

Head of Council/Chief Administrative Officer/Municipal Clerk
Page 2

alternative options to continue on-going planning efforts, such as through virtual engagement (e.g., webinars, teleconferences, online surveys, etc.).

At this time, the ministry would also like to provide some additional resources and remind you of existing resources to further support municipalities and municipal partners as these CSWB plans are prepared and adopted.

The ministry has recently developed two resource documents, which outline examples of data sources and funding opportunities available to support the CSWB planning process (see Appendix A and B). These resource documents were developed in collaboration with the ministry's Inter-Ministerial Community Safety and Well-Being Working Group, which consists of representatives from nine Ontario ministries and the federal government. The documents highlight examples of sector-specific data available at the provincial, regional and local level, which can assist in the identification of local priority risks in the community, as well as funding opportunities that can be leveraged to support the development and implementation of plans.

As you may recall, in spring 2019, the ministry hosted webinar sessions on CSWB planning to assist municipalities, policing and community partners as they began the planning process. The webinars consisted of an overview of the CSWB planning requirements and provided guidance on how to develop and implement effective plans. A recording of these webinars has been made available and can be accessed through the following link: <http://mcscs-erb.adobeconnect.com/p3e0qppm8g30/>.

The ministry has also made updates to its Frequently Asked Questions document to provide more information and clarification regarding CSWB planning, including changes to the CSWB planning provisions that came into force as a result of recent legislation (see Appendix C).

Municipalities are encouraged to continue utilizing the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to support the planning process (see Appendix D). This booklet includes the CSWB Planning Framework as well as a toolkit of practical resource documents, including a tool on engagement, to guide municipalities, First Nations and their partners as they develop and implement their plans. The booklet is also available on the ministry's website at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPlanningFramework.html>.

If communities have any questions, please feel free to direct them to my ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca or Steffie Anastasopoulos, Community Safety Analyst, at Steffie.Anastasopoulos@ontario.ca.

.../3

Head of Council/Chief Administrative Officer/Municipal Clerk
Page 3

I greatly appreciate your continued support as we move forward on this modernized approach to CSWB together. Through collaboration, we can work to build safer and stronger communities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', written in a cursive style.

Sylvia Jones
Solicitor General

Enclosures

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



April 25, 2020

Dear Friends;

Nothing is more important than protecting the health and well-being of Ontarians.

Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of this virus, while ensuring the continuity of critical operations and services.

Given the evolving situation, the government has made an amendment to the emergency order under the Emergency Management and Civil Protection Act as set out in O Reg. 104/20. This decision is endorsed by the Chief Medical Officer of Health.

Effective immediately, the Ontario government is allowing the use of allotment and community gardens across Ontario, provided that people practice physical distancing and do not gather in groups of more than five.

Those taking part in community and public allotment gardens are required to follow the advice of their local medical officer of health and adhere to the requirements that pertain to the use of any facilities.

The order is available at the following link, which will be updated within the next few days: www.ontario.ca/laws/regulation/200104

During these unprecedented times, I'm so proud to see Ontarians coming together to defeat this ruthless virus and to witness the awakening of an incredible spirit of duty and volunteerism. Community and allotment gardens play an important role in supporting people vulnerable to food insecurity amid this outbreak and I look forward to seeing community gardens across Ontario open as soon as possible.

.../2



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

- 2 -

If you require further information, please contact Service Ontario: 1-866-532-3161 or
Stop the Spread Business Information Line – 1-888-444-3659.

I wish you all the best.

Sincerely,

A handwritten signature in black ink, appearing to read "Ernie Hardeman". The signature is fluid and cursive, with a large initial "E" and a long horizontal stroke at the end.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs



855 Confederation Street
Sarnia ON
N7T 7L6
519-337-8201



May 6, 2020

City of Sarnia
255 Christina Street N
Sarnia, ON N7T 7N2
Mayor Bradley
Chris Carter, CAO

The Municipality of Brooke-Alvinston
3236 River Street, Box 28
Alvinston, ON N0N 1A0
Mayor Ferguson
Janet Denkers – Clerk-Administrator

Village of Point Edward
135 Kendall Street
Point Edward, ON N7V 4G6
Mayor Hand
Jim Burns – CAO

Township of Warwick
6332 Nauvoo Road, RR#8
Watford, ON N0M 2S0
Mayor Rombouts
Amanda Gubbels – Clerk-Administrator

Town of Petrolia
411 Greenfield Street, Box 1270
Petrolia, ON N0N 1R0
Mayor Loosley
Rick Charlebois - CAO

Village of Oil Springs
4591 Oil Springs Line
Oil Springs ON N0N 1P0
Mayor Veen
Erkki Pohjolainen – Clerk-Treasurer

Re: 2019 Dividends

Bluewater Power is pleased to pay dividends to our municipal shareholders based upon the Corporation’s successful results of 2019.

An operating dividend of \$1,950,148 will be paid out to our municipal shareholders. We are thrilled to advise that this is the highest normal operating dividend in our history! This dividend will be allocated to our shareholder municipalities according to their individual ownership ratios, as follows:

City of Sarnia	\$ 1,678,102
Town of Petrolia	\$ 143,531
Township of Warwick	\$ 42,318
Township of Brooke-Alvinston	\$ 14,041
Village of Point Edward	\$ 65,720
Village of Oil Springs	\$ 6,436
Total	<u>\$ 1,950,148</u>

Bluewater Power is pleased to be in a position to provide this financial return to our municipal owners. With this most recent payment, total financial returns (including dividends and promissory note interest) to our Municipal Shareholders total almost \$50 million since our inception.

The year 2019 was a truly exceptional year, made possible by the hard work and dedication of our Bluewater Power team. It makes us very happy to be able to share that success with our shareholders, and we hope it helps in your planning to manage the impacts of Covid19 on your operations. We would like to take this opportunity to note that, like all of you, the pandemic is expected to have a potential negative impact on our 2020 financial results. We are monitoring this daily and will keep you updated.

If you have any concerns, please do not hesitate to contact me.

Thank you,

Sincerely,



Janice L. McMichael-Dennis
President & Chief Executive Officer
Bluewater Power Group of Companies

Unaudited Financial Statements of

ALVINSTON ELECTRICITY HOLDINGS INC.

Year ended December 31, 2019

ALVINSTON ELECTRICITY HOLDINGS INC.

Unaudited Balance Sheet

December 31, 2019, with comparative figures for 2018

	2019	2018
Assets		
Current assets:		
Dividends receivable	\$ 14,041	\$ 13,969
Investment in Bluewater Power Corporation	129,832	129,832
	<u>\$ 143,873</u>	<u>\$ 143,801</u>

Liabilities and Shareholders' Equity

Current liability:		
Dividends payable	\$ 14,041	\$ 13,969
Shareholder's equity:		
Share capital	129,832	129,832
	<u>\$ 143,873</u>	<u>\$ 143,801</u>

See accompanying notes to financial statements.

On behalf of the Board: _____ Director

On behalf of the Board: _____ Director

ALVINSTON ELECTRICITY HOLDINGS INC.

Unaudited Statement of Earnings

Year ended December 31, 2019, with comparative figures for 2018

	2019	2018
Dividends	\$ 14,041	\$ 13,969
Net income, end of year	\$ 14,041	\$ 13,969

Unaudited Statement of Retained Earnings

Year ended December 31, 2019, with comparative figures for 2018

	2019	2018
Retained Earnings, beginning of year	\$ -	\$ -
Net income	14,041	13,969
Dividends declared	(14,041)	(13,969)
Retained Earnings, end of year	\$ -	\$ -

See accompanying notes to financial statements.

ALVINSTON ELECTRICITY HOLDINGS INC.

Notes to Unaudited Financial Statements

Year ended December 31, 2019

Alvinston Electricity Holdings Inc. was incorporated October 27, 2000 under the Ontario Business Corporations Act. It is the holding company for the Township of Brooke-Alvinston's shares in Bluewater Power Corporation.

1. Summary of significant accounting policies:

The balance sheet has been prepared in accordance with generally accepted accounting principles in Canada consistently applied.

2. Share capital:

The share capital of the Corporation is as follows:

	2019	2018
Authorized:		
Unlimited common shares		
Issued and outstanding:		
100 common shares	\$ 129,832	\$ 129,832

3. Cash Flow Information:

A cash flow statement has not been provided as it would not provide any additional meaningful disclosure.

Meeting Date: May 7, 2020 **Item 8.2**
Report Date: April 24, 2020
Submitted by: Anastassia Lagounova, Erin Carroll, Melissa Deisley

Subject: Review on Biosolids and the Involvement of SCRCA

The legislation surrounding biosolids is regulated at a municipal and provincial level and SCRCA is limited in the actions that can be taken. The Ministry of the Environment, Conservation and Parks is the agency that follows up with nutrient related spills and all other pollution issues through the Spills Action Centre. Municipalities have the ability to adopt their own policies to manage Low and Moderate threats for biosolids.

SCRCA legislation and policies regulate fill if it is within the meander belt of the watercourse, within a floodplain, within or adjacent to a wetland, or if it is causing erosion and sedimentation. If the fill is placed near an area of concern for Drinking Water Source Protection, other policies and legislation may be applicable and enforced by local Conservation Authorities.

If the fill is in an area where development could be allowed, such as within the estimated engineered floodplain, a SCRCA approval is usually provided.

Recommendation:

To protect watershed health, SCRCA staff suggest that the Municipality could develop bylaws that require stronger transparency on the processing procedures and sourcing of biosolids. The information will help with the understanding on the presence of emerging substances of concerns (ESOCs) because current data to understand their short and long term impacts are significantly lacking, especially in Canada. As with any nutrient based pollution, distance from sensitive areas, such as rivers and creeks or drinking water sources and mandatory watercourse buffers would be an appropriate best management practice.

Background:

What is it?

Biosolids are referred to as solid or semi-solid material from wastewater treatment plants. It has been processed by remixing the liquid effluent. If the biosolids do not exceed the regulation standards for contaminants, pathogens and odour, it can be applied on agricultural land as a non-agricultural source material (NASM) (OMAFRA, 2016). Biosolids can be sold or imported as a fertilizer or supplement because of its nutritional content for mineral and organic nitrogen, phosphorus and micronutrients such as zinc, magnesium and copper (OMAFRA, 2016). Biosolids have been used as a

fertilizer for the agriculture industry in Canada for more than 30 years (OMAFRA, 2016). It benefits the industry by improving soil fertility, reducing the use of commercial fertilizers. Similar to the use of manure, it adds organic matter improving soil structure, soil moisture and its permeability. Approval for biosolids to be applied on land must be obtained by the generators (e.g. municipalities), land applicators or landowners for many jurisdictions.

What are the concerns?

Variations on the nutrient content of biosolids bring public concerns on its use for land application. Some examples include the leaching of nitrates, which if in high concentrations in water is a human health risk (Vanderlei, 2014). Concerns on the accumulation of metals are also present as biosolids can be found to contain trace amounts of elements such as arsenic, lead and mercury (OMAFRA, 2016). If landowners do not practice all best management practices or do not follow the approved regulations, biosolids can enter the watercourse or groundwater supply.

Legislation of Bio-solids

Using biosolids as a fertilizer as a NASM is regulated under the Nutrient Management Act, 2002 and the Nutrient Management Regulation (CCME, 2012). The Nutrient Management Regulation allows land managers to incorporate the benefits of land applied biosolids without degrading the ecosystems and risk the health of humans or animals. The regulation has criteria for (CCME, 2012):

- The concentrations of eleven metals of concern
- The quantity, method and timing of land application
- Separation distances from sensitive areas, such as wells, surface waters and neighbouring homes and businesses
- Suitable soil types and topography

Furthermore, details of the Nutrient Management Regulation include that (Fraser, 2010):

- It cannot be applied or stored on a floodplain
- It cannot be applied on a slope greater than 3%
- It cannot be stored on top of tile drains
- Designated setback distances from wells and dwellings
- A minimum distance of 50 metres from watercourses or tile inlet
- Storage of biosolids is only allowed to have a quantity required for one growing year
- Detailed records on the storage and application such as date, quantities and locations are required

Analysis of biosolids for nutrient and metal concentration are done when being used as a fertilizer to find appropriate application rates onto the agricultural lands. However, not much is said for the presence of emerging substance of concern (ESOCs), some examples such as industrial chemicals, pharmaceutical compounds, hormones and personal care products. The regulations on its presence is dependent on the regulations provincially and by municipalities. Research on the concentrations of ESOCs and its

potential long-term impacts are heavily lacking in research, especially for Canada. A literature review of ESOCs in biosolids was developed by the Canadian Council of Ministers of the Environment (2009) detailing that studies were based from Europe or the United States. For the full report, please refer to https://www.ccme.ca/files/Resources/waste/biosolids/pn_1440_contam_invt_rvw.pdf. The report described the current knowledge on industrial chemicals, alkylphenols and their ethoxylates, pharmaceutical compounds, hormones and sterols, personal care products, metals and metalloids and other substances.

References:

Benedetti, V. (2014). Bio-solids have potential. Pulp & Paper International; San Francisco. 56:38-41.

Canadian Council of Ministers of the Environment. (2009). Emerging substances of concern in biosolids: concentrations and effects of treatment processes. Final Report-Literature Report.

Canadian Council of Ministers of the Environment. (2012). Guidance document for the beneficial use of municipal biosolids, municipal sludge and treated septage. Retrieved from https://www.ccme.ca/files/Resources/waste/biosolids/pn_1473_biosolids_guidance_eng_1.0.pdf

Fraser, H.W. (2010). Temporary field storage of solid manure or other agricultural source material. Factsheet Order No. 10-039. Ministry of Agriculture, Food and Rural Affairs.

Ontario Ministry of Agriculture, Food and Rural Affairs. (2016). Sewage biosolids-managing urban nutrients responsibly for crop production. Retrieved from <http://www.omafra.gov.on.ca/english/nm/nasm/info/brochure.htm>

Update:

The SCRCA received concerns from both private landowners and the Municipality of Dawn-Euphemia with regards to the storage of biosolids in a few different locations. SCRCA Staff spoke to the landowner/biosolid operator to confirm that there are no biosolid piles located at Kerwood Road and Winter Drive, and also none at Plank Road in Sarnia. Photos are provided below of the only other reported biosolid piles. There are two locations in question, 1) Oil Springs Line and 2) Hale School Road. Both of these locations are within an agricultural field. SCRCA Regulations Policies generally do not apply to agricultural practices, including the temporary storage of manure/fertilizer. OMAFRA regulations allow the storage of manure temporarily (up to 300 days). <http://www.omafra.gov.on.ca/english/engineer/facts/10-039.html> The concerns around the storage of manure/fertilizer should be directed to OMAFRA and MECP.

1) Oil Springs Line. From SCRCA staff site visits, the biosolid pile is half tarped and located approximately 200m from the top of bank. The pile is located within the estimated engineered floodplain and a clearance could be obtained by the landowner, but it is SCRCA staff's understanding that the pile is temporary.

Oil Springs Line



2) Hale School Road. From SCRCA Staff site visits, this biosolid pile is fully tarped. The pile is located in close proximity to the roadside ditch and near ponding water however this ditch does not have a direct connection to a natural watercourse or municipal drain. The biosolid pile is located approximately 130-150m from Long Creek. The pile is located within the estimated floodplain, but could receive SCRCA permission in the form of a clearance. Again, it is SCRCA staff's understanding that this pile is temporary.





April 21, 2020

To: Municipalities of Ontario – by email

Re: A Resolution to Request the Province of Ontario Review the Farm Property Class Tax Rate Programme in Light of Economic Competitiveness Concerns between Rural and Urban Municipalities

Please be advised that at its March 10, 2020 meeting, the Council of the Township of Mapleton carried the following Resolution 2020-04-14:

WHEREAS the Province of Ontario implemented changes to property assessment and introduced taxation reform which came into effect in 1998;
 AND WHEREAS prior to 1998 farm properties were subject to taxation at the base residential tax rate and qualified farmers applied annually to the province to be reimbursed 75% of the farm portion of the taxes paid to the local municipality;
 AND WHEREAS the province changed the method of delivering farmer's rebates by creating the Farm Property Class Tax Rate Programme under the jurisdiction of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA);
 AND WHEREAS rather than apply annually and wait for property tax rebates, the delivery of the programme shifted to local municipal governments and onto the property tax system;
 AND WHEREAS eligible farmland assessment values are now locally subsidized by 75% of their full current value assessment (CVA) to produce a lower weighted assessment base which is used for tax rate setting purposes;
 AND WHEREAS the effect of the locally subsidized weighted assessment shifts an increased burden of tax onto all other property classes within the municipality;
 AND WHEREAS these taxation reforms were originally supposed to be revenue neutral and offset by funding from the Ontario Municipal Partnership Fund (OMPF) and its predecessor the Community Reinvestment Fund (CRF);
 AND WHEREAS the province has been reducing support from the Ontario Municipal Partnership Fund while the cost of the farm tax rebate programme is continuously increasing;
 AND WHEREAS an economically competitive agricultural industry provides affordable food and agricultural products to all Ontarians and is a provincial objective that should be cost shared amongst all of its citizens;
 AND WHEREAS the cost of this programme disproportionately falls upon property taxpayers in rural municipalities;
 AND WHEREAS higher property taxes in rural municipalities is creating economic competitiveness issues between rural and urban municipalities;

(over for page two)

Township of Mapleton 7275 Sideroad 16, Box 160, Drayton, Ontario NOG 1P0

Phone: 519-638-3313 Fax: 519-638-5113 Toll Free: 1-800-385-7248

www.mapleton.ca



Page 2 of 2, Mapleton Resolution

Re: Prov. Review of Farm Property Class Tax Rate Programme

AND WHEREAS the province hasn't undertaken a review of this programme since it was implemented in 1998;

NOW THEREFORE the Council of the Township of Mapleton requests that:

1. The Province of Ontario undertake a review of the Farm Property Tax Class Rate Programme to determine:
 - a. The appropriateness of the cost of the Farm Property Tax Class Rate Programme falling disproportionately amongst rural residential and business property owners when the benefit of an economically competitive agricultural industry and affordable food and agricultural products is a provincial objective that should be shared amongst all taxpayers in Ontario;
 - b. The adequacy of funding being provided to rural municipalities to offset the cost of the Farm Property Tax Class Rate Programme;
 - c. The differences between the amount of property taxes paid in rural and urban municipalities and the root causes of those differences;
 - d. Economic competitiveness concerns with disproportionately higher average property taxes being paid in rural municipalities;
 - e. Other methods of delivering the farm tax rebate programme to farmland owners where the cost can be shared province-wide.

AND BE IT FURTHER RESOLVED THAT this motion be sent to Hon. Doug Ford, Premier of Ontario, Hon. Steve Clark, Minister of Municipal Affairs and Housing, Hon. Rod Phillips, Minister of Finance, Hon. Ernie Hardeman, Minister of Agriculture, Food & Rural Affairs, MPP Randy Pettapiece, Hon. Ted Arnott, all Ontario Municipalities, Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO).

Attached you will find the County of Wellington Committee Report dated January 16, 2020 regarding the 'Farm Property Class Tax Rate Programme' for review and consideration.

Should you have any questions or concerns, please contact the undersigned.

Sincerely

Larry Wheeler
Deputy Clerk

Attach. (1)



OFFICE OF THE MAYOR
CITY OF HAMILTON

April 23, 2020

The Honourable David Lametti
Minister of Justice and Attorney General of Canada
284 Wellington Street
Ottawa, Ontario K1A 0H8

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

The Honourable Doug Downey
Attorney General
McMurtry-Scott Building, 11th Floor
720 Bay Street
Toronto, ON M7A 2S9

**Subject: Request to Regulate and Enforce Odour and Lighting Nuisances
Related to the Cultivation of Cannabis Plants**

Dear Minister/Attorney General Lametti, Premier Ford and Attorney General Downey:

At its meeting of April 22, 2020, Hamilton City Council approved Item 5.4(d), which reads as follows:

**5.4 (d) Repeal and Replace Public Nuisance By-law 09-110 and Amend
Administrative Penalty By-law 17-225 (PED20076) (City Wide)**

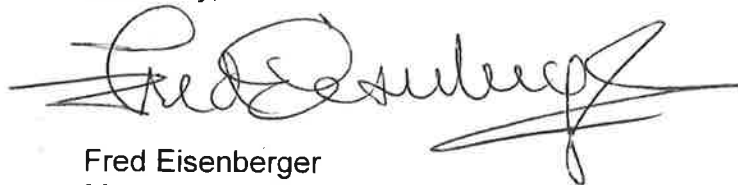
- (a) That the draft by-law, attached as Appendix "A" to Report PED20076, which repeals and replaces By-law 09-110, being a By-law to Prohibit and Regulate Certain Public Nuisances within the City of Hamilton, and amends the Administrative Penalties By-law 17-225 which has been prepared in a form satisfactory to the City Solicitor, be approved and enacted by Council;
- (b) That the Mayor be directed, on behalf of the City of Hamilton, to write to the relevant federal and provincial governments to regulate

and enforce odour and lighting nuisances related to the cultivation of cannabis plants;

- (c) That the Mayor contact the Premier of Ontario, Minister of the Attorney General, and local Members of Parliament to request that the Province extend authority to Municipalities to enforce odor and lighting nuisance complaints stemming from licensed and unlicensed cannabis cultivations within the its jurisdiction; and,
- (d) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.

We respectfully request your consideration with regard to this request and look forward to your response.

Sincerely,



Fred Eisenberger
Mayor

Copied:

The Honourable Filomena Tassi, M.P., Hamilton West, Ancaster, Dundas
 Scott Duvall, M.P., Hamilton Mountain
 Bob Bratina, M.P., Hamilton East-Stoney Creek
 David Sweet, M.P., Flamborough – Glanbrook
 Matthew Green, M.P. , Hamilton Centre
 Andrea Horwath, Opposition Party Leader, NDP of Ontario, M.P.P Hamilton Centre
 Monique Taylor, M.P.P., Hamilton Mountain
 Paul Miller, M.P.P., Hamilton East-Stoney Creek
 Donna Skelly, M.P.P., Flamborough-Glanbrook
 Sandy Shaw, M.P.P. Hamilton West-Ancaster-Dundas
 Association of Municipalities of Ontario
 Municipalities of Ontario



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
 PO BOX 533
 BURK'S FALLS, ON
 P0A 1C0

(705) 382-3332

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Email: info@armourtownship.ca

Website: www.armourtownship.ca

April 29, 2020

Honourable Doug Ford
 Premier of Ontario
 Legislative Building
 Queen's Park
 Toronto, ON M7A 1A1

Re: Support Resolution - High Speed Internet Connectivity in Rural Ontario

At its meeting held on April 28, 2020, the Council of the Township of Armour passed Resolution #6 supporting our Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

A copy of Council's Resolution #6 dated April 28, 2020 and Councillor Ward's letter is attached for your consideration.

Sincerely,

Charlene Watt
 Deputy Clerk

Cc: MPP Norm Miller, MP Scott Aitchison and Ontario Municipalities

Enclosures



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: April 28, 2020

Motion # 6.

That the Council of the Township of Armour supports the letter, dated April 15, 2020 from Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas. Furthermore, that this resolution and the letter be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

[Signature]

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

The COVID-19 pandemic in Ontario has highlighted both our positive responses to a crisis, and some definite shortcomings in infrastructure, systems and services which need to be addressed on a long-term basis. Setting priority on solving these issues will be a challenge, given the differing agendas and the strained budgets. Solving fundamental issues should focus on the most basic needs as a starting point. One of the clear needs in a rural community such as the Almaguin Highlands, highlighted further by recent events, is the need for proper high-speed internet connectivity. Healthcare and education are both going down a path where appropriate connectivity is assumed. Like many models that move outward from metropolitan areas, this assumption is lost on rural areas. For the vast majority of households in our community, true high-speed connectivity simply does not exist. For the vast majority of future strategies in healthcare and education, there is an assumption that it does exist.

Even in areas in the Almaguin Highlands which have 'high-speed' internet, the overall infrastructure is still limited. It is certainly not designed to deal with a sudden huge peak in demand. Whereas the capacity in large urban centres is built to handle the added throughput, there are clear limitations here. The best way to explain it is a comparison to hydro. Imagine if everyone went home at the same time and turned their lights on, but because there wasn't enough hydro capacity overall, all lights were 50% dimmer than normal and some appliances simply didn't work. We no longer have to imagine what happens with internet speed during peak usage. Suddenly during the COVID pandemic, people are working from home who have never worked from home. Kids are trying to do courses on-line. People who are not working are turning on-line to stay connected. Video-conferencing, which was a totally foreign concept to many, is now part of daily routine. Any idea how much internet bandwidth video uses? It's no wonder we hit a wall.

The future of healthcare sees patients being monitored and cared for in their own homes, through the use of technology. The future of education sees students doing much of their learning on-line. The future of business and commerce sees the ability to function outside the 'bricks and mortar' of an office location. Malls disappear and on-line shopping is the norm. For some, that future has already arrived. Our area has already been drastically affected by cutbacks in the area of healthcare and education through gradual decreases in budgets and services. Technology offers us the ability to level the playing field to a great extent. High-speed connectivity cannot be seen as a luxury or a nice-to-have, any more than hydro should be seen that way. In order to solve some other problems (i.e. skyrocketing budgets in healthcare and education) the wise investment is in providing connectivity for every resident in the province.



Rod Ward
Councillor
Armour Township



Council Staff Report

To: Brooke-Alvinston Council
Subject: Municipal Authorization - West Nile Virus Larvicide
Meeting: Council - 14 May 2020
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Municipality of Brooke-Alvinston supports local action by Lambton Public Health to reduce the risk of the West Nile Virus and authorizes any permit application for West Nile Virus control submitted to the Ministry of the Environment, Conservation and Parks from an appropriately licensed exterminator to apply a larvicide into catch basins or surface water located within and owned by Brooke-Alvinston and located on private land that drain into the storm drain system or waterways located in Brooke-Alvinston.

Background:

It is soon West Nile Virus season and Lambton Public Health will be working to reduce the incidence of this disease in Lambton County.

Comments:

Lambton Public Health requests a letter of authorization for the use of larvicide in the Municipality. This process is routine over the years and is completed by the Health Unit.

Financial Considerations:

No impact

Relationship to Strategic Plan:

N/A



Council Staff Report

To: Mayor Ferguson and Council
Subject: Social Services Integration - Alvinston Library
Meeting: Council - 14 May 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston has no objections to the Social Service Integration proposal for the Alvinston Library.

Background:

Please see attached letter from Andrew Meyer, General Manager, Cultural Services Division, County of Lambton.

Comments:

It is understood that all social service appointments will be scheduled within the established branch hours of operation at the library. It is also anticipated that this rural outreach initiative could be expanded to include use by Housing Services and Children's Services, as well as potential future integration of additional services offered by other County Divisions.

Financial Considerations:

All expenses associated with establishing this satellite meeting space would be incurred by the County and there is no expectation of the Municipality to cover any of these costs.

Relationship to Strategic Plan:

Encourage innovation to promote new ways of doing business and assisting residents.



Cultural Services Division
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3872

April 30, 2020

Mayor Ferguson and Council:

Re: Social Services Integration - Alvinston Library

As Council may be aware, the County of Lambton's Social Services and Cultural Services Divisions presented a report to the County of Lambton's A.M. Committee on August 22, 2019 that outlined a joint initiative to collaborate on a pilot program that will extend the reach of Childcare, Housing and Ontario Works services to rural residents outside of the City of Sarnia through satellite office locations integrated in select libraries.

Through these activities, the County will offer scheduled appointment hours in a dedicated and private meeting space at the Wyoming, Thedford, Alvinston and Corunna libraries (locations identified by case load calculation and geographic distribution) to ensure that service delivery is more appropriately aligned with community need. The private meeting spaces established in each library will also facilitate future public outreach opportunities for public health services, and enhance the capacity of the libraries to offer community use space, study space and proctored exam spaces outside of the scheduled use of Social Services.

The concept was brought before Lambton County Council on September 4, 2019, providing staff with direction to work with the appropriate local municipal partners to facilitate the minor changes to the above noted libraries to create private meeting spaces in 2020. The Social Services Rural Outreach Pilot began at the Wyoming Library in September 2019, and after several months of operating this pilot, there is now a desire to make this service available in the other identified outreach locations. We are in the process of consulting with our municipal partners as library facility owners and operators for their endorsement as we consider the necessary physical changes required at these other three libraries.

Attached you will find a concept floor plan of the Alvinston Library that provides you with an idea of the minor interior renovations required to accommodate a private meeting space at this location. These renovations would include the construction of single wall with door and frame, as well as the installation of electrical, data, and telephone infrastructure, painting and finishing, and some office furnishings. All expenses associated with establishing this satellite meeting space would be incurred by the County of Lambton through available grant funds, and there is no expectation for the Municipality of Brooke-Alvinston to cover any of these costs.

With the endorsement of your council, we are looking to proceed with tendering this minor renovation work as soon as possible to take advantage of the provincial closure

order and potentially accomplish this work while the library is closed in order to avoid future disruption to operations.

Thank you in advance for your time and consideration of this plan. We look forward to working in partnership with you to provide enhanced services to the residents of Brooke-Alvinston through this project.

Respectfully,

A handwritten signature in black ink, appearing to read "Andrew Meyer", with a long horizontal flourish extending to the right.

Andrew Meyer, General Manager, Cultural Services

cc: V. Colasanti, General Manager, Social Services
D. Coke, Manager, Library Services

ALVINSTON LIBRARY



LEGEND	
	FIRST AID KIT
	FIRE EXTINGUISHER
	DEFIBRILLATOR
	SHELTER IN-PLACE
	MUSTER POINT
	FIRE EXIT



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Staff Position Updates
Meeting: Council - 14 May 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council receive and file the report on the Staff Position Updates.

Background:

Fire Chief – Part Time

The Position of PT Fire Chief was implemented in 2017 with a three year contract. The Contract position began in July 2017 and ends July 31, 2020.

Parks & Recreation Supervisor-Full Time

The Parks & Recreation Supervisor has been vacant since March 2020. Due to COVID-19 restrictions and facility closures, the Municipality has delayed the posting. It is hopeful that facilities will open in the coming months.

Comments:

Fire Chief Position (PT)

The three-year contract position of Fire Chief will end July 2020. Council approved the position of PT Fire Chief in 2017 after the presentation of the OFMEM review. The position of PT Fire Chief is administrative in nature and guides Brooke Fire Rescue in moving forward towards achieving and maintaining all recommended OFMEM recommendations and compliances in the Fire service. This position ensures that the activities for the Fire Department are consistent with the goals and objectives of the Municipality as established by Council and the municipal requirements as outlined in the Fire Prevention and Protection Act. The posting is intended to be both internal and external with a closing date of June 15th.

After the closing date, a report on selection and interview process will be presented to Council.

Parks & Recreation Supervisor (FT)

The position of Parks & Recreation Supervisor is currently vacant. The position was implemented in 2017. A posting for this position is anticipated in mid June.

Financial Considerations:

The postings would be internal and external and posted locally (website, social media, print and association websites – eg. ORFA, OAFC). The estimated cost of advertising is \$900



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Canada Day 2020 Festivities
Meeting: Council - 14 May 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Canada Day Celebrations including the Ecumenical Service and Car Show be cancelled for 2020; and that the Celebrate Canada Program be notified of the cancellation.

Background:

In the Premier Doug Ford's speech on April 27th, it was noted that, "*large public gatherings such as concerts and sporting events will continue to be restricted for the foreseeable future. Allowing large public gatherings are in the third, and last stage, of the framework*".

These restrictions are in place to keep the public safe in the fight against COVID-19.

Comments:

In light of the potential of a Canada Day cancellation, members of the Canada Day Committee were contacted via email to inquire on the status of each pre-planned event. Redline Inflatables, Central Sanitation, Pine Ridge Chicken, Kent Tent, Ball Hockey, Two Pitch Tournament and the Optimist Club all confirmed that they can cancel any booked items and refund where applicable. No expenses have been incurred to date.

It has been noted that with the annual fireworks display, there are expected delays in orders coming overseas due to COVID - 19. I was informed that it is unlikely the fireworks would arrive in time for July 1.

The Ecumenical Service slated for June 28 can be cancelled. Council will need to decide on methods of presenting the Senior of the Year with their acknowledgement at a later time.

The continuation / cancellation of the Car Show - July 5 will be confirmed once Council decides on the status of the Canada Day 2020 Festivities.

Financial Considerations:

The Municipality was successful in receiving funding in the amount of \$5,000 for Canada Day 2020 through the Celebrate Canada Program. Should Council recommend the cancellation of the Canada Day events for 2020, notification should be sent to Canadian Heritage who administers the program funding.

Costs incurred to date: \$284.76 for work to date on car show plaques and Canada Day Posters. All other booked items are able to be cancelled with no penalty or costs incurred.

The Canada Day Committee has their own independent account and generally no municipal funds are contributed to the event.

Donation letters have not been sent out to businesses and sponsors who have been generous in the past.

Relationship to Strategic Plan:

Not applicable; cancellation of Canada Day Festivities is for the safety of the public in prevention and spread of COVID-19.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Appreciation to Businesses & Residents during COVID-19
Meeting: Council - 14 May 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That staff be directed to implement the proposed appreciation to businesses and residents during the COVID-19 pandemic.

Background:

A Notice of Motion was made at the April 23, 2020 Council meeting to direct staff to report at the next session of Council on methods to show appreciation back to residents while helping the area businesses that have either been forced to close or reduce their hours.

Comments:

The Community as a whole has been extremely patient and considerate during this pandemic. We have had no enforcement issues nor major complaints. Staff and Council have been appreciative of this.

In light of everyone's support, we have developed a contest for all ratepayers / residents of the Municipality for all ages as "we are in this together". If approved, the contest is ready to be rolled out immediately with a closing date of June 5, 2020.

All prizes will be purchased from Brooke-Alvinston businesses.

Financial Considerations:

We have budgeted the following:

- 24 random draws at \$25 / draw which totals \$450 for prizes bought in Brooke-Alvinston
- Advertising \$100
- Cook Book printing \$50

Total Cost of \$600 which is available in the 2020 budget

Relationship to Strategic Plan:

Support of local businesses



Resident Appreciation Event

The Council of the Municipality of Brooke-Alvinston would like to say thank-you to our residents, ratepayers and businesses and for their patience during the COVID-19 restrictions. To show appreciation, we would like to offer a fun and local event while supporting our area businesses....



Kids aged 0-5 years of Age **(3 Random Draws)**

Kids colouring contest –please select the colouring picture of your choice and submit it to the Mayor at: Mayor@brookealvinston.com . All entries will be placed in a random draw and an age appropriate gift selected from an area business. Entries will be displayed on the municipal website or foyer doors.

Kids aged 6-12 years of age **(3 Random Draws)**

Please submit a photo of your favourite activity that you are doing while not in school. It could be fishing, lego building, baking etc. All entries can be mailed to the Deputy Mayor at: fnemcek@brookealvinston.com . All entries will be placed in a random draw and an age appropriate gift selected from an area businesses

Teens aged 13-17 years of age **(3 Random Draws)**

Have kids submit a tik tok video of Brooke-Alvinston. All videos can be mailed to Councillor Jamie Armstrong at: JArmstrong@suncor.com . With additional parental consent, the tik tok will be placed on the municipal facebook page. All entries will be placed in a random draw and an age appropriate gift selected from area businesses



Young adults aged 18-24 years of age **(3 Random Draws)**

Submit the best clean & appropriate joke to Councillor Jeannette Douglas at: jdouglas48@brktel.on.ca

All entries will be placed in a random draw and an age appropriate gift selected from area businesses.

Adults Aged 25 -50 **(3 random draws)**

Submit in one paragraph or less how you cope during this social distancing period. All entries can be submitted to Councillor Wayne Deans at: wjdeans@brktel.on.ca All entries will be placed in a random draw and an age appropriate gift selected from area businesses.

Adults aged 51-105+ **(3 random draws)**

Submit your best recipe to the Clerk Administrator Janet Denkers at: jdenkers@brookealvinston.com . All entries will be compiled into a simple recipe book and copies will be made available for donations with profits from the sales being donated to the Alvinston Food Bank.



Contest Rules: Must be a resident of Brooke-Alvinston

Entries may also be dropped off at the Municipal Office Drop Box

Contest Deadline: June 1, 2020



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Dog Attack - River Street
Meeting: Council - 14 May 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council receive and file the report.

Background:

A signed complaint letter, addressed to Council was received May 4, 2020.

Upon receipt of the letter, it was forwarded to the municipal Animal Control Officer. Ms. Kyle immediately attended the property and noted that the OPP were in attendance following her visit.

The owner has been ordered to maintain a muzzle on the dog at all times with no exception and should the dog be found without the muzzle, the dog will be removed. He has also been sent a letter from the Municipality confirming this action. This is the second incident on file related to this dog. I am unaware of the OPP orders or if any were issued.

Comments:

The owner has been made aware of the severity of the issue and the compliance needed to date.

Financial Considerations:

Not applicable to this report - financial retributions have been handled by the owner and the other party. Ms. Kyle does not have previous records of the dog on file, only dog tags issued.

Relationship to Strategic Plan:

Not applicable.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Spider Web Playground equipment replacement
Meeting: Council - 14 May 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the quote received from Elephant Play in the amount of \$15,000 + tax for the replacement webbing be accepted; and that the direct purchase option vs. the request for quotes process be used as the required webbing is a replacement part and not a whole piece; that pricing was from a direct supplier and that the Municipality has worked well with this supplier in the past.

Background:

The webbing on the spiderweb playground equipment at the BAICCC had been identified as frayed and in need of repair. Council considered the status of the spiderweb structure and approved the replacement costs in the 2020 budget.

Comments:

Brad Goss, a member of the PARC has acted as the conduit in seeking costs for the spider web and should be appreciated for his efforts. He has further sought volunteers for the installation of the new webbing in accordance with manufacturer details.

An inquiry was made to the Frank Cowan Company for comment on volunteer installation - they have no concerns as long as the webbing is installed as to CSA standards and inspected after the work is done.

Financial Considerations:

The municipal budget allocated \$15,000 for the spiderweb repairs, in addition \$5,000 was donated by the Alvinston Optimist Club. An application for the replacement costs was further sought through Farm Credit Canada (FCC) with notification of anticipated approval expected in August.

A quote for the proposed repairs in the amount of \$16,950 including tax was received. The inspector fee was estimated at \$400.00 + HST.

Relationship to Strategic Plan:

Improvement to infrastructure in the Municipality.



Council Staff Report

To: Brooke-Alvinston Council Members
Subject: Tractor Pull Area Barricades
Meeting: Council - 14 May 2020
Department: Public Works
Staff Contact: Randy Hills, Public Works Manager

Recommendation:

That the Council of the Municipality of Brooke-Alvinston provide direction on the placing of barricades at the tractor pull area of the BAICCC.

Background:

The PARC Committee made a recommendation to Council at the March 11, 2020 meeting to place barriers east of the tennis courts to the Optimist Ball Park to completely block vehicular traffic in order that no vehicles are allowed past the parking lot on the east side of the complex.

~

The annual Brooke-Alvinston-Watford Fall Fair schedules a tractor pull the Friday night of the Fall Fair. The event has been cancelled last minute for three consecutive years due to rain. The future of the 2020 tractor pull remains unclear at this time due to COVID-19 restrictions.

The Fall Fair Committee is responsible for the preparation and restoring of the tractor pull area to its original state following the fall fair. In some years, this has included additional gravel to be brought in. The area is not suited to grass because of traffic and shows excessive mud and stickiness in wet weather which gets transferred to the paved parking area of the complex. Furthermore, ATV's tend to enjoy the area and generally leave the roadway in an undesirable manner. Access to this area by ATV users can still be made from the north parking lot.

The area of the tractor pull is generally graded and resurfaced by staff for year round use (aside from the tractor pull time). This includes additional gravel if the fair Board is not able to provide.

The area is generally used by the users of the: ball park, dog park, canteen customers and playground. Access to the north diamond is generally from the parking lot located at the north end of the BAICCC.

Comments:

We are presenting two options for Council consideration:

1) Direct staff to seed down part of the track and gravel the rest for parking

(attachment # 1)

IMPACT WITH OPTION # 1: allows part of the area to be used as a parking lot for ball games and other activities held at the complex and the remainder as green space; further eliminates the mud and allows dog park users and ball diamond users to drive to the area of use

- In reference to the current agreement, the Fairboard is responsible for the damages done to the parking lot and grassed area when preparing and after the tractor pull

2) Direct staff to use cement blocks from the Fairboard and stop the access for the dog park and ball diamonds from vehicular traffic (attachment #2)

IMPACT WITH OPTION # 2: prevents traffic and forces users of the ball diamonds and dog park to walk; potential for vehicles to drive around the north ball diamond to the west to dog park and create a new lane.

-no cost to the fairboard.

Issues to consider:

- i) In accordance with the municipal agreement with the Ag Society, the Fairboard would need to be consulted on Council's direction.
- ii) ATV access can still get to the area from the BAICCC west lane access
- iii) Maintenance of area should barricades be placed
- iv) Additional concrete blocks will need to be purchased as well as reflective coating to aware oncoming vehicular traffic of blocked area.

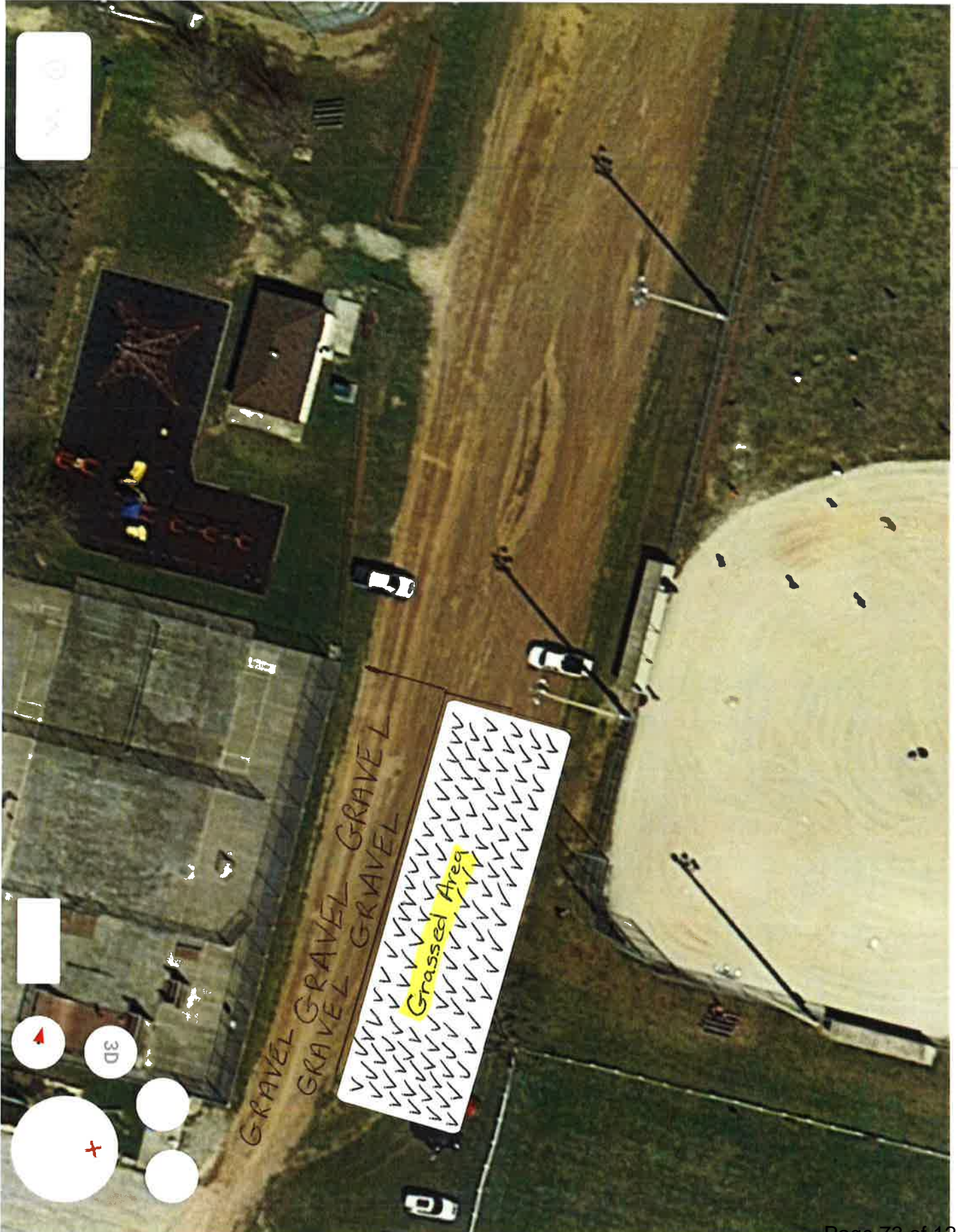
Financial Considerations:

Option # 1: \$2,000 for gravel & grass seed

Option # 2: \$0 - would require Fairboard cement blocks

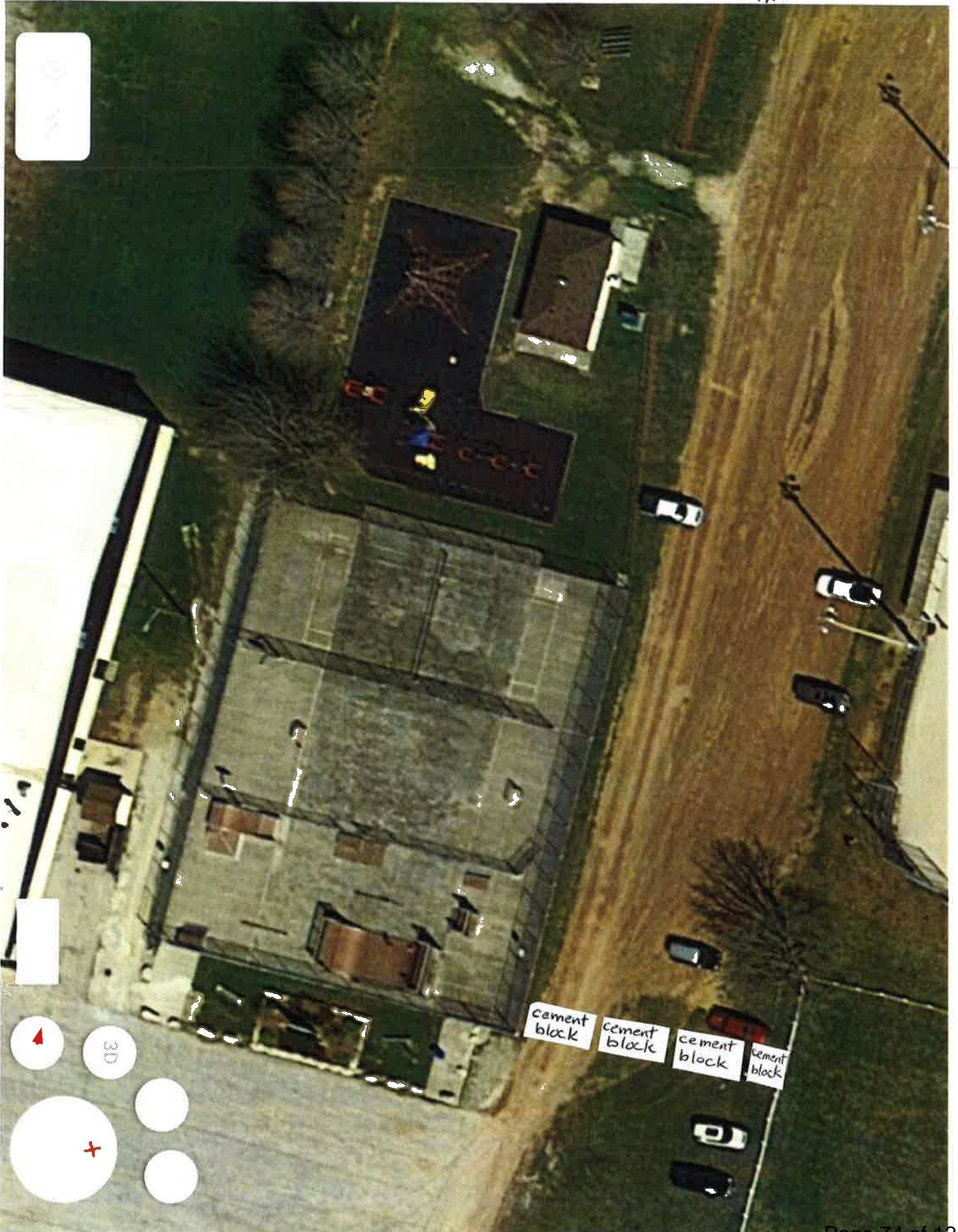
Relationship to Strategic Plan:

Not applicable



CA 100%

Camera: 420 m 42°49'34"N 81°51'52"W 223 m



CA 100%

Camera: 420 m 42°49'34"N 81°51'53"W 223 m



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Additional railings -BAICCC
Meeting: Council - 14 May 2020
Department: Public Works
Staff Contact: Randy Hills, Public Works Manager

Recommendation:

That this report be received and filed.

Background:

At the March 11, 2020 PARC meeting, the following recommendation was made to Council: that railings be moved to extend to the edge of the viewing area on the west end of the stands for better use of space and potential access from the upper floor.

Comments:

For any changes in a public building, engineering costs will be incurred, including a railing adjustment.

The area in question is comprised of approximately a 4.4 ft. by 20.5 ft area. This area has not been changed since construction of the complex. During some events, random children and some adults can be found jumping over the railing and placing themselves in danger if they fell off the cemented area. If a railing was moved over the existing perimeter to the edge of the concrete, it may prevent falls and would allow for added space.

Incorporating the space to be accessed from the upper hall would be a major renovation to the BAICCC and the dynamics of such a renovation should be discussed with a designer / Engineer to get the full impact and scope of the project.

Financial Considerations:

Firm Engineering costs for this proposal (railings only) are unknown.

Relationship to Strategic Plan:

Not applicable





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - April 2020
Meeting: Council - 14 May 2020
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council Receive and File the Accounts Payable Listing for April 2020.

Background:

The Accounts Payable Listing is provided for information purposes only. Any questions should be directed to the treasurer or appropriate department head. In most cases the goods or services have already been provided and the Municipality is already legally obligated to make the payment(s) with a preference to pay on time to avoid late payment charges.

ATTACHMENTS:

[April - Accounts](#)

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0020	003315 JILLIAN SPEELMAN	04/2020 REFUND ON EVENT-CANCELED	04-09-20	04-09-20	318.65
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	APRIL2020 SUNLIFE BENEFITS	04-01-20	04-01-20	4.34
01-0000-0627	003313 JENNIFER MCKENZIE	1932 REFUND OF FACILITY BOOKING	04-02-20	04-02-20	128.82
01-0000-0629	003320 TIFFANY GRATTON	APR2020 REFUND DAMAGE DEPOSIT-CANCELED	04-23-20	04-23-20	75.00
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	MARCH2020 DEDUCTIONS	04-09-20	04-09-20	18,786.03
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	MARCH2020 WSIB PREMIUM	04-09-20	04-09-20	2,853.38
01-0000-2292	000370 MINISTER OF FINANCE -EHT	MARCH2020 EMPLOYER HEALTH TAX	04-09-20	04-09-20	1,295.71
		Account Total			4,149.09
01-0000-2293	000011 BMO INVESTMENTS INC.	April-2020 EMPLOYEE RSP	04-30-20	04-30-20	770.76
01-0000-2293	000085 EQUITY ASSOCIATES	April-2020 EMPLOYEE RSP	04-30-20	04-30-20	845.68
01-0000-2293	000087 BMO NESBITT BURNS	April-2020 EMPLOYEE RSP	04-30-20	04-30-20	1,559.48
01-0000-2293	000011 BMO INVESTMENTS INC.	MARCH2020 EMPLOYEE RSP	04-09-20	04-09-20	770.76
01-0000-2293	000085 EQUITY ASSOCIATES	MARCH2020 EMPLOYEE RSP	04-09-20	04-09-20	845.68
01-0000-2293	000087 BMO NESBITT BURNS	MARCH2020 EMPLOYEE RSP	04-09-20	04-09-20	1,559.48
		Account Total			6,351.84
01-0000-2421	000330 DON VANDAMME	MAR2020 REFUND ON BLDG PERMITS	04-09-20	04-09-20	113.43
01-0000-2426	002996 NANCY FAFLAK	APR 2020 FOOD BANK PURCHASES	04-16-20	04-16-20	108.97
01-0000-2426	002800 KIM LEE	APR2020 FOODBANK PURCHASE-HAMS	04-09-20	04-09-20	132.03
01-0000-2426	002810 MELISSA MCLACHLIN	APR2020 FOOD BANK EXPENSES	04-23-20	04-23-20	58.41
		Account Total			299.41
		Department Total			30,226.61

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
LICENCES, PERMITS, RENTS					
01-0050-1435	002636 BROOKE TELECOM	CELL PHONES	10604479-0320	04-15-20	04-15-20
		CELL PHONES			-425.00
01-0050-1435	000003 BROOKE TELECOM	CO-OPERATIVE	10605820-0104	04-07-20	04-07-20
		PHONE & INTERNET SERVICE			-425.00
				Account Total	-850.00
				Department Total	-850.00
GOVERNANCE					
01-0240-7303	002598 DAVID FERGUSON		APR2020	04-27-20	04-27-20
		EXPENSES			30.00
01-0240-7398	000279 BMO BANK OF MONTREAL		APR2020	04-09-20	04-09-20
		OWL MEETING/ZOOM/ETC			1,265.57
01-0240-7420	003190 ROBERT J. SWAYZE		708	04-07-20	04-07-20
		INTEGRITY COMM			1,009.09
				Department Total	2,304.66
COUNCIL SUPPORT					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APRIL2020		04-01-20	04-01-20
		SUNLIFE BENEFITS			917.07
01-0241-7303	002636 BROOKE TELECOM	CELL PHONES	10604479-0320	04-15-20	04-15-20
		CELL PHONES			80.42
01-0241-7303	000003 BROOKE TELECOM	CO-OPERATIVE	10605820-0104	04-07-20	04-07-20
		PHONE & INTERNET SERVICE			63.38
				Account Total	143.80
				Department Total	1,060.87
CORPORATE MANAGEMENT					
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APRIL2020		04-01-20	04-01-20
		SUNLIFE BENEFITS			1,273.78
01-0250-7303	002636 BROOKE TELECOM	CELL PHONES	10604479-0320	04-15-20	04-15-20
		CELL PHONES			57.39
01-0250-7303	000003 BROOKE TELECOM	CO-OPERATIVE	10605820-0104	04-07-20	04-07-20
		PHONE & INTERNET SERVICE			54.26
01-0250-7303	000003 BROOKE TELECOM	CO-OPERATIVE	10605820-0104	04-07-20	04-07-20
		PHONE & INTERNET SERVICE			247.88
				Account Total	359.53
01-0250-7304	000279 BMO BANK OF MONTREAL		APR2020	04-09-20	04-09-20
		COPIER SURGE SUPPRESSOR			69.87
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS		AR77486	04-07-20	04-07-20
		COPIER MAINTENANCE CONTRACT			109.60

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
			Account Total		179.47
01-0250-7306	000100 MCNAUGHTON HOME HARDWARE CENTRE	282589 WATER	04-29-20	04-29-20	7.38
01-0250-7306	000195 KATHRYN SMITH	496757 OFFICE CLEANING	04-29-20	04-29-20	250.00
			Account Total		257.38
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17293 IT SUPPORT	04-07-20	04-07-20	542.40
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17326 IT LICENSING & SUPPORT	04-07-20	04-07-20	455.33
01-0250-7310	003264 REDCHAIR	3307 WEBSITE HOSTING	04-09-20	04-09-20	113.00
			Account Total		1,110.73
01-0250-7340	002566 THYSSENKRUPP ELEVATOR LTD.	1751944 ELEVATOR MAINTENANCE CONTRACT	04-24-20	04-24-20	2,900.12
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	89739 MAT	04-23-20	04-23-20	29.27
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	89743 MATS	04-23-20	04-23-20	38.99
			Account Total		2,968.38
			Department Total		6,149.27
<u>FIRE SERVICES</u>					
01-0410-7116	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APRIL2020 SUNLIFE BENEFITS	04-01-20	04-01-20	356.18
			Department Total		356.18
<u>FIRE STATION - ALVINSTON</u>					
01-0411-7117	000279 BMO BANK OF MONTREAL	APR2020 CVFSA INSURANCE	04-09-20	04-09-20	472.08
01-0411-7125	000021 M & L SUPPLY	002210 COVID 19	04-09-20	04-09-20	235.67
01-0411-7125	000021 M & L SUPPLY	002447 COVID 19	04-23-20	04-23-20	184.97
01-0411-7125	000063 MOFFATT & POWELL-RONA	2322287 COVID 19	04-09-20	04-09-20	30.94
01-0411-7125	000100 MCNAUGHTON HOME HARDWARE CENTRE	278273 COVID 19-PPE	04-16-20	04-16-20	24.84
01-0411-7125	000100 MCNAUGHTON HOME HARDWARE CENTRE	280956 COVID 19-PPE/DECON	04-16-20	04-16-20	105.52
01-0411-7125	003321 UPS CANADA	5138483074 COVID-19 PPE SHIPPING	04-30-20	04-30-20	27.48

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7125	002016 RON MCCABE	APR2020 COVID SUPPLIES	04-16-20	04-16-20	25.93
01-0411-7125	003232 CANADIAN IPG CORPORATION	CORUN-00413567 COVID 19-PPE	04-16-20	04-16-20	77.22
01-0411-7125	003232 CANADIAN IPG CORPORATION	CORUN-00413862 COVID 19-PPE	04-23-20	04-23-20	90.03
Account Total					802.60
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10601690-0401 PHONE & INTERNET SERVICE	04-07-20	04-07-20	66.64
01-0411-7303	002636 BROOKE TELECOM CELL PHONES	10604479-0320 CELL PHONES	04-15-20	04-15-20	111.28
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0104 PHONE & INTERNET SERVICE	04-07-20	04-07-20	110.51
Account Total					288.43
01-0411-7330	000279 BMO BANK OF MONTREAL	APR2020 LICENSE PLATE MOUNTS	04-09-20	04-09-20	676.12
01-0411-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	279973 AFS REPAIR	04-16-20	04-16-20	64.40
01-0411-7340	000285 THE SIGN GUY II	5712 2019 REBRANDING	04-09-20	04-09-20	838.46
01-0411-7340	003010 STEWART OVERHEAD DOOR CO. LTD.	8157 AFS OVERHEAD DOOR REPAIR	04-23-20	04-23-20	627.15
Account Total					1,530.01
01-0411-7360	002649 ALLIED MEDICAL	504520 MED GLOVES	04-23-20	04-23-20	48.42
Department Total					3,817.66
FIRE STATION - INWOOD					
01-0412-7117	000279 BMO BANK OF MONTREAL	APR2020 CVFSA INSURANCE	04-09-20	04-09-20	134.88
01-0412-7125	002016 RON MCCABE	APR2020 COVID SUPPLIES	04-16-20	04-16-20	12.97
01-0412-7125	003232 CANADIAN IPG CORPORATION	CORUN-00413567 COVID 19-PPE	04-16-20	04-16-20	38.61
01-0412-7125	003232 CANADIAN IPG CORPORATION	CORUN-00413862 COVID 19-PPE	04-23-20	04-23-20	45.01
Account Total					96.59
01-0412-7303	002636 BROOKE TELECOM CELL PHONES	10604479-0320 CELL PHONES	04-15-20	04-15-20	74.19
01-0412-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0104 PHONE & INTERNET SERVICE	04-07-20	04-07-20	73.67

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					147.86
01-0412-7330	000279 BMO BANK OF MONTREAL	APR2020 LICENSE PLATE MOUNTS	04-09-20	04-09-20	338.06
01-0412-7342	003076 DOWLER KARN	1023106 PROPANE	04-09-20	04-09-20	465.42
01-0412-7360	002649 ALLIED MEDICAL	504520 MED GLOVES	04-23-20	04-23-20	24.21
Department Total					1,207.02
POLICE					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD 2053	MONTHLY POLICING	04-07-20	04-07-20	34,018.84
Department Total					34,018.84
PROTECTIVE INSPECTION & CONTROL					
01-0440-7420	003317 PICKFIELD LAW PROFESSIONAL CORPORATI	10011 NFP HEARING BUURMA	04-21-20	04-21-20	2,997.33
01-0440-7470	002223 COUNTY OF LAMBTON	33273 BUILDING PERMIT INSPECTIONS	04-24-20	04-24-20	2,957.50
01-0440-7470	002223 COUNTY OF LAMBTON	33273 BUILDING PERMIT INSPECTIONS	04-24-20	04-24-20	196.65
Account Total					3,154.15
01-0440-7472	000175 VICKI KYLE	APRIL2020 ANIMAL CONTROL SERVICES	04-07-20	04-07-20	885.72
01-0440-7475	003318 1711760 ONTARIO INC.	APR2020 BYLAW COMPILATION	04-23-20	04-23-20	203.40
01-0440-7475	003318 1711760 ONTARIO INC.	MAR2020 NFP 2020 DOCUMENTS	04-23-20	04-23-20	226.00
Account Total					429.40
01-0440-7476	002223 COUNTY OF LAMBTON	33274 PROPERTY STANDARDS	04-24-20	04-24-20	1,137.50
01-0440-7476	002223 COUNTY OF LAMBTON	33274 PROPERTY STANDARDS	04-24-20	04-24-20	159.03
01-0440-7476	002223 COUNTY OF LAMBTON	33275 PROPERTY STANDARDS	04-24-20	04-24-20	19.64
Account Total					1,316.17
Department Total					8,782.77

RB/C - CULVERT R & M

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0531-7301	003322 BABCOCK SUPPLY LTD.	204574 BIRD CAGE GRATE	04-30-20	04-30-20	506.24
01-0531-7301	000142 IDEAL PIPE	379229 CULVERTS	04-21-20	04-21-20	17,279.18
Account Total					17,785.42
Department Total					17,785.42

RT&M - LITTER/GARBAGE PICKUP

01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0380757-0676-2 BIN RENTAL	04-07-20	04-07-20	98.74
Department Total					98.74

RT&M - SIGNS

01-0550-7301	002223 COUNTY OF LAMBTON	33264 911 SIGNS & INTERSECTION SIGNS	04-14-20	04-14-20	254.25
Department Total					254.25

RT&M - INTERSECTION LIGHTING

01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0420 HYDRO	04-09-20	04-09-20	17.90
Department Total					17.90

OVERHEAD

01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	APRIL2020 SUNLIFE BENEFITS	04-01-20	04-01-20	2,804.45
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	89195 COVERALLS	04-07-20	04-07-20	130.80
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	89723 COVERALLS	04-30-20	04-30-20	178.43
Account Total					309.23
01-0560-7150	000331 ONTARIO GOOD ROADS ASSOCIATION	55717 SCHOOL	04-30-20	04-30-20	169.50
01-0560-7301	000018 CLOVER MART	05-06-09-MARCH COFFEE SUPPLIES	04-07-20	04-07-20	58.44
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10601772-0401 PHONE & INTERNET SERVICE	04-07-20	04-07-20	82.28
01-0560-7303	002636 BROOKE TELECOM CELL PHONES	10604479-0320 CELL PHONES	04-15-20	04-15-20	158.15
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0104 PHONE & INTERNET SERVICE	04-07-20	04-07-20	131.31
Account Total					371.74

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7304	003184 INVENTORY EXPRESS INC.	20-28922 FLUID FILM	04-21-20	04-21-20	313.21
01-0560-7304	000100 MCNAUGHTON HOME HARDWARE CENTRE	281739 WIPES	04-30-20	04-30-20	5.98
Account Total					319.19
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-0420 HYDRO	04-21-20	04-21-20	449.27
01-0560-7306	000195 KATHRYN SMITH	496757 OFFICE CLEANING	04-29-20	04-29-20	250.00
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	6362-0320 HYDRO	04-07-20	04-07-20	287.64
Account Total					986.91
01-0560-7310	000131 BEARCOM CANADA CORP	5007075 GPS	04-21-20	04-21-20	305.10
01-0560-7340	002214 GERBER ELECTRIC LTD	00023876 FUEL TANK FOR GENERATOR	04-07-20	04-07-20	707.04
01-0560-7340	000112 NUTECH PEST SERVICES	9653 PEST CONTROL	04-07-20	04-07-20	47.46
01-0560-7340	000112 NUTECH PEST SERVICES	9677 PEST CONTROL	04-30-20	04-30-20	47.46
Account Total					801.96
01-0560-7398	000074 MACKENZIE OIL LIMITED	0787926-IN FUEL	04-21-20	04-21-20	5,236.59
01-0560-7399	000279 BMO BANK OF MONTREAL	APR2020 FUNERAL DONATION	04-09-20	04-09-20	50.00
Department Total					11,413.11
06 STERLING PSD					
01-0601-7372	000131 BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.32
Department Total					376.32
11 INTERNATIONAL					
01-0603-7372	003136 NAPA GLENCOE	130-449887 FILTERS	04-21-20	04-21-20	202.11
01-0603-7372	000131 BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.33
Account Total					578.44
Department Total					578.44
18 WESTERN STAR					

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0604-7372	000131 BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.32
01-0604-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT38137 HOSE	04-07-20	04-07-20	191.11
Account Total					567.43
Department Total					567.43
97 CAT GRADER					
01-0610-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	4789 ROD REPAIR	04-07-20	04-07-20	779.70
01-0610-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	4832 LABOUR ROD	04-07-20	04-07-20	389.85
01-0610-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	4919 MANIFOLD REPAIR	04-30-20	04-30-20	1,234.53
01-0610-7372	000131 BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.33
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071323705 ROD	04-07-20	04-07-20	3,393.99
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071325283 GASKETS	04-21-20	04-21-20	641.70
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071325284 PARTS FOR MANIFOLD	04-21-20	04-21-20	46.19
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071325406 TUBE	04-21-20	04-21-20	8.95
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071325517 MANIFOLD	04-21-20	04-21-20	2,073.43
Account Total					8,944.67
Department Total					8,944.67
93 CAT GRADER					
01-0611-7372	000131 BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.33
Department Total					376.33
17 FORD 4X4					
01-0620-7372	000131 BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.33
01-0620-7372	000168 WATFORD AUTO PARTS	5329-194876 BATTERY	04-30-20	04-30-20	198.29
Account Total					574.62
Department Total					574.62
11 GMC PICKUP					
01-0621-7372	003136 NAPA GLENCOE	130-449929 HANDLE	04-21-20	04-21-20	138.98

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0621-7372	000131	BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.32
Account Total						515.30
Department Total						515.30
19 FORD 4x4 PICKUP						
01-0622-7372	003136	NAPA GLENCOE	130-449887 FILTERS	04-21-20	04-21-20	6.99
01-0622-7372	000131	BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.32
Account Total						383.31
Department Total						383.31
DEERE TRACTOR LOADER						
01-0630-7372	000136	PODOLINSKY EQUIPMENT LTD	175568 FILTERS	04-07-20	04-07-20	41.98
01-0630-7372	000131	BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.32
Account Total						418.30
Department Total						418.30
CASE BACKHOE						
01-0631-7372	000131	BEARCOM CANADA CORP	5003243 GPS	04-07-20	04-07-20	376.32
Department Total						376.32
PACKER						
01-0636-7372	000078	J & M HEAVY EQUIPMENT REPAIR INC.	4845 ROLLER REPAIR	04-07-20	04-07-20	454.83
Department Total						454.83
SNOW PLOWING						
01-0672-7401	002135	MCNALLY EXCAVATING LTD	205 SIDEWALK PLOW	04-07-20	04-07-20	1,017.00
Department Total						1,017.00
STREET LIGHTING - INWOOD						
01-0752-7306	000014	HYDRO ONE NETWORKS INC.	6752-0420 HYDRO	04-09-20	04-09-20	521.04
Department Total						521.04
SANITARY SEWER SYSTEM						
01-0810-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0104 PHONE & INTERNET SERVICE	04-07-20	04-07-20	149.28

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000205871 SLUDGE REMOVAL	04-07-20	04-07-20	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000206111 SLUDGE REMOVAL	04-21-20	04-21-20	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	205684 SLUDGE REMOVAL	04-30-20	04-30-20	437.31
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	92871460 ALUMINUM SULPHATE	04-21-20	04-21-20	1,270.43
Account Total					2,582.36
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000000972 OPERATION	04-10-20	04-10-20	9,081.93
Department Total					11,813.57
INWOOD SEWER SYSTEM					
01-0811-7306	000003 BROOKE TELECOM CO-OPERATIVE	10604067-0420 PHONE	04-09-20	04-09-20	52.91
Department Total					52.91
WATERWORKS SYSTEM					
01-0830-7230	000093 ALVINSTON CEMETERY BOARD	04-2020 WATER SYSTEM LOAN	04-15-20	04-15-20	757.01
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0104 PHONE & INTERNET SERVICE	04-07-20	04-07-20	49.76
01-0830-7306	000014 HYDRO ONE NETWORKS INC.	6857-0320 HYDRO	04-02-20	04-02-20	99.57
01-0830-7432	003314 BRENNTAG CANADA INC	46073474 CHLORINE	04-07-20	04-07-20	905.97
01-0830-7432	003314 BRENNTAG CANADA INC	46100001 CHLORINE	04-07-20	04-07-20	40.14
01-0830-7432	003314 BRENNTAG CANADA INC	46127148 CHLORINE	04-07-20	04-07-20	948.23
Account Total					1,894.34
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000000972 OPERATION	04-10-20	04-10-20	8,094.28
01-0830-7730	000093 ALVINSTON CEMETERY BOARD	04-2020 WATER SYSTEM LOAN	04-15-20	04-15-20	15,139.47
Department Total					26,034.43
WASTE COLLECTION					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	24834 CO-COLLECTION APRIL	04-09-20	04-09-20	6,169.73

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Department Total					6,169.73
RECYCLING					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	24876 RECYCLING	04-09-20	04-09-20	19,499.72
Department Total					19,499.72
ALVINSTON COMMUNITY CENTRE					
01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	APRIL2020 SUNLIFE BENEFITS	04-01-20	04-01-20	903.01
01-1635-7125	000212 LEONARD MITCHELL	04-20-20 WORK BOOTS	04-30-20	04-30-20	66.67
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	89173 UNIFORMS	04-07-20	04-07-20	231.08
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	89755 UNIFORMS	04-30-20	04-30-20	300.85
Account Total					598.60
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10603142-0401 PHONE & INTERNET SERVICE	04-07-20	04-07-20	135.67
01-1635-7303	002636 BROOKE TELECOM CELL PHONES	10604479-0320 CELL PHONES	04-15-20	04-15-20	120.47
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0104 PHONE & INTERNET SERVICE	04-07-20	04-07-20	113.91
Account Total					370.05
01-1635-7307	002734 THE INDEPENDENT	10718 SUMMER STUDENT POSTING	04-07-20	04-07-20	79.73
01-1635-7340	000212 LEONARD MITCHELL	04-22-2020 PAINT & BRUSHES	04-30-20	04-30-20	25.55
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	127192 BATTERIES, MOPHEAD	04-21-20	04-21-20	82.99
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	127721 WIPES	04-21-20	04-21-20	35.87
01-1635-7340	003136 NAPA GLENCOE	130-451408 GLOVES	04-21-20	04-21-20	21.45
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	1555576 DEGREASER	04-21-20	04-21-20	19.20
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	281897 RAKES	04-30-20	04-30-20	14.55
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	351123 SCREWS	04-21-20	04-21-20	33.43
01-1635-7340	000018 CLOVER MART	41-MARCH BLEACH	04-07-20	04-07-20	12.62

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7340	000167 BLACK & MCDONALD LIMITED	43-1081663 REFRIGERATOR CONTROLS	04-07-20	04-07-20	1,976.74
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	451427 WIPES	04-21-20	04-21-20	35.87
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	62737 CLEANER, SPRAY	04-21-20	04-21-20	39.50
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	62738 WIPES	04-21-20	04-21-20	35.87
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	759001 DISPENSER	04-21-20	04-21-20	0.01
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	759074B DISPENSER	04-21-20	04-21-20	-0.01
		Account Total			2,333.64
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	351124 TOWELS, SOAP, DISPENSERS	04-21-20	04-21-20	1,196.55
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	62758 PLUGS	04-21-20	04-21-20	137.83
01-1635-7372	000068 KAL TIRE	873087991 TIRE REPAIR	04-07-20	04-07-20	64.73
01-1635-7372	000347 RESURFICE CORP	90745 BLADES, BRUSH	04-07-20	04-07-20	373.24
		Account Total			1,772.35
		Department Total			6,057.38
<u>AGRICULTURE & REFORESTATION</u>					
01-1840-7398	000106 ST. CLAIR REGION CONSERVATION AUTH.	in0016594 TREE ORDER	04-16-20	04-16-20	3,063.50
01-1840-7455	000113 R DOBBIN ENGINEERING INC	39.20 DRAINAGE SUPERINTENDENT	04-23-20	04-23-20	861.51
		Department Total			3,925.01
<u>ADMINISTRATION</u>					
20-0250-8050	002215 KEYSTONE TECHNOLOGIES LTD.	17260 NEW LAPTOP COMPUTER	04-07-20	04-07-20	2,257.18
		Department Total			2,257.18
<u>MAJOR CULVERT REPLACEMENTS</u>					
20-0513-7431	000101 B.M. ROSS AND ASSOCIATES LIMITED	18276 HILLY ROAD ENGINEER	04-07-20	04-07-20	3,980.43
		Department Total			3,980.43
<u>ALVINSTON ROADS/STORM SEWERS</u>					
20-0515-7401	002638 GOLDER ASSOCIATES LTD.	1091509 COMPACTION TEST	04-30-20	04-30-20	728.34

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-0515-7401	003304 H.E. CONSTRUCTION INC.	BA1-01 LORNE STREET PROJECT	04-09-20	04-09-20	59,403.05
20-0515-7401	003316 WOOD ENVIRONMENTAL & INFRASTRUCTURE	GS8995 STUDY	04-21-20	04-21-20	646.34
Account Total					60,777.73
Department Total					60,777.73
<u>MUNICIPAL DRAINS - CONSTRUCTION</u>					
20-2800-7341	000113 R DOBBIN ENGINEERING INC	40.20 HOUSTON DRAIN-FINAL	04-29-20	04-29-20	9,037.18
Account Total					9,037.18
Department Total					9,037.18
Total Paid Invoices					281,352.48
Total Unpaid Invoices					0.00
Total Invoices					281,352.48

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-20 to 04-30-20 Paid Invoices Cheque Date 04-01-20 to 04-30-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Summary

01-0000	ASSETS & LIABILITIES	30,226.61
01-0050	LICENCES, PERMITS, RENTS	-850.00
01-0240	GOVERNANCE	2,304.66
01-0241	COUNCIL SUPPORT	1,060.87
01-0250	CORPORATE MANAGEMENT	6,149.27
01-0410	FIRE SERVICES	356.18
01-0411	FIRE STATION - ALVINSTON	3,817.66
01-0412	FIRE STATION - INWOOD	1,207.02
01-0420	POLICE	34,018.84
01-0440	PROTECTIVE INSPECTION & CONTROL	8,782.77
01-0531	RB/C - CULVERT R & M	17,785.42
01-0549	RT&M - LITTER/GARBAGE PICKUP	98.74
01-0550	RT&M - SIGNS	254.25
01-0551	RT&M - INTERSECTION LIGHTING	17.90
01-0560	OVERHEAD	11,413.11
01-0601	06 STERLING PSD	376.32
01-0603	11 INTERNATIONAL	578.44
01-0604	18 WESTERN STAR	567.43
01-0610	97 CAT GRADER	8,944.67
01-0611	93 CAT GRADER	376.33
01-0620	17 FORD 4X4	574.62
01-0621	11 GMC PICKUP	515.30
01-0622	19 FORD 4x4 PICKUP	383.31
01-0630	DEERE TRACTOR LOADER	418.30
01-0631	CASE BACKHOE	376.32
01-0636	PACKER	454.83
01-0672	SNOW PLOWING	1,017.00
01-0752	STREET LIGHTING - INWOOD	521.04
01-0810	SANITARY SEWER SYSTEM	11,813.57
01-0811	INWOOD SEWER SYSTEM	52.91
01-0830	WATERWORKS SYSTEM	26,034.43
01-0840	WASTE COLLECTION	6,169.73
01-0860	RECYCLING	19,499.72
01-1635	ALVINSTON COMMUNITY CENTRE	6,057.38
01-1840	AGRICULTURE & REFORESTATION	3,925.01
20-0250	ADMINISTRATION	2,257.18
20-0513	MAJOR CULVERT REPLACEMENTS	3,980.43
20-0515	ALVINSTON ROADS/STORM SEWERS	60,777.73
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	9,037.18
	Report Total	281,352.48



Council Staff Report

To: Mayor Ferguson and Council
Subject: Alvinston Drinking Water System Financial Plan
Meeting: Council - 14 May 2020
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council approve the Alvinston Drinking Water System Financial Plan for submission with the Water Licence renewal as required by the Ministry of Environment Conservation and Parks.

Background:

In order to operate a Water System one must have a licence. The licence must be renewed every five years. One of the requirements of the licence is that the Water System must have a Financial Plan and the Financial Plan must be approved by Council.

Comments:

I have prepared the attached Financial Plan based on a rate analysis and based on future projected operating and capital costs of the system.

Financial Considerations:

The Financial Plan helps ensure the viability of the Water System

Relationship to Strategic Plan:

The Water System's viability is crucial to ensure we continue to provide safe drinking water reliably to the residents of Brooke-Alvinston who rely on the system.

ATTACHMENTS:

[Brooke-Alvinston Water Financial Plan - 2020](#)

Janet Denkers, Clerk Administratior	Approved - 11 May 2020
Darlene Paolucci, Administrative Assistant	None

The Municipality of Brooke-Alvinston



Alvinston Drinking Water System

Financial Plan

Licence # 240-101

Updated May 2020

Table of Contents

1. INTRODUCTION1

1.1 LEGISLATIVE CONTEXT TO FINANCIAL PLANNING..... 1

1.2 ACCOUNTING POLICY REQUIREMENTS3

1.3 SUSTAINABLE FINANCIAL PLANNING.....3

1.4 MUNICIPALITY OF BROOKE-ALVINSTON – ALVINSTON DRINKING WATER SYSTEM.....4

2. FINANCIAL OPERATING PLAN.....5

2.1 OPERATING EXPENSES5

2.2 CAPITAL COSTS6

2.3 DEBT MANAGEMENT6

2.4 LEAD PIPE REPLACEMENT COSTS6

2.5 SOURCE WATER PROTECTION COSTS6

3. FUNDING PLAN.....6

3.1 WATER RATES6

3.2 DEBT AND CASH RESERVES.....8

3.3 GOVERNMENT GRANTS.....8

4. FINANCIAL PLAN SUMMARY – BROOKE ALVINSTON.....8

4.1 STATEMENT OF FINANCIAL POSITION (TABLE 1.1)8

4.2 STATEMENT OF OPERATIONS (TABLE 1.2)11

4.3 STATEMENT OF CHANGE IN CASH FLOW (TABLE 1.3).....11

4.4 CONTINUOUS IMPROVEMENT12

4.5 CONCLUSION12

5. FINANCIAL STATEMENTS.....13

6. NOTES ON THE ALVINSTON DRINKING WATER SYSTEM FINANCIAL PLAN.....17

1. Introduction

The Corporation of the Municipality of Brooke-Alvinston (the Municipality) has developed a financial plan for the Alvinston Drinking Water System (DWS) in order to comply with the financial plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act, 2002.

The financial plan contained herein has been prepared in accordance with O. Reg. 453/07, as well as the provisions of the financial planning guidelines published by the then Ministry of the Environment (MOE), now the Ministry of the Environment, Conservation and Parks (MECP), in August, 2007 entitled “Toward Financially Sustainable Drinking-Water and Wastewater Systems”.

The financial plan was prepared for the Alvinston Drinking Water System (DWS), based on future capital and major maintenance projects, water system financial information, as well as tangible capital asset information that the Municipality generated in accordance with the Public Sector Accounting Board (PSAB) requirements.

The information was used to generate a financial operating plan which forecasted future annual expenditure requirements from the year 2020 through to 2030. A revenue plan, relying mostly on user fees was generated to support the expenditure requirements outlined in the operating plan. The information generated in the operating and revenue plans along with the tangible capital asset information was used to develop a financial plan for the Alvinston DWS covering the period from 2020 to 2030 in accordance with O. Reg. 453/07 requirements.

1.1 **Legislative Context to Financial Planning**

There have been legislative initiatives affecting water system management and operations over the past two decades. These initiatives were a result of the water borne illness tragedy in Walkerton in 2000. Following this event, the Government of Ontario established a public inquiry to investigate the tragedy. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The MECP has responded to the Inquiry recommendations by making legislative changes. One change directly related to the development of this Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of a municipal drinking water system to apply for and obtain a Municipal Drinking Water License. There are five elements that must be in place for the owner of a drinking water system to obtain a license:

- 1) A Drinking Water Works Permit to establish or alter a drinking-water system.
- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority’s quality management system (QMS).
- 3) An Accredited Operating Authority. A third-party audit of an operating authority’s QMS will be the basis for accreditation.
- 4) A Permit to Take Water.

- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Under the SDWA, the Financial Plan element of the license program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the Minister of the Environment. SWSSA regulations have not been published and the Act was repealed on December 31, 2012. Accordingly, the requirements set by the Minister of Environment apply as per the 2007 MECP guidelines.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains two key provisions that apply to an existing water system:

1. A person who makes an application under the Act for a municipal drinking water license shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements of Reg. 453/07. O. Reg. 453/07, S. 1(1).
2. As a condition in a municipal drinking water license that is issued in response to an application made under section 33 of the Act for a municipal drinking water license, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first license for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed Reg. 453/07. O. Reg. 453, S. 1(3).

Several other provisions are also set out in the regulation that must be met by a municipality operating a water system:

- The financial plan must be approved by a resolution that is passed by the Council of the municipality.
- The financial plan must apply to a period of at least six years.
- The first year to which the financial plan must apply must be the year determined in accordance with the following rules:
 - If the financial plans are required by subsection 1 (2), the first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water licence would otherwise expire.
 - If the financial plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first licence for the system was issued.
- The financial plan must be available, upon request, to members of the public at no charge and posted on the internet (if the municipality maintains a website).
- The municipality must provide notice as deemed appropriate to advise the public of the availability of the financial plan.

Once a system is licensed, the municipality's Financial Plan is required to be updated every 5 years, in conjunction with every application for license renewal.

1.2 Accounting Policy Requirements

The Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered accountants developed municipal financial accounting and reporting standards that came into effect January 1, 2009. These standards require that tangible capital assets (TCA), including the assets of drinking water systems, be included in municipal financial statements. Further PSAB requirements call for the financial statements to be prepared on a full accrual accounting basis

1.3 Sustainable Financial Planning

In general, sustainability refers to the ability to maintain a certain position over time. While the Act requires a declaration of the financial plan's sustainability, it does not give a clear definition of what would be considered sustainable. Instead, the MECP released a guideline ("Towards Financially Sustainable Drinking-Water and Wastewater Systems") that provides possible approaches to achieving sustainability. The Province's Principles of Financially Sustainable Water and Wastewater Services are:

- Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.
- Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.
- An asset management plan is a key input to the development of a financial plan.
- A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- Financial plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.

Since the passage of the *Safe Drinking Water Act*, changes and refinements to the legislation have been introduced, including the *Water Opportunities Act* (W.O.A). W.O.A. was introduced into legislation on May 18, 2010 and received Royal Assent on November 29, 2010, as the *Water Opportunities Act*.

The purposes of the *Water Opportunities Act* are to: foster innovative water, wastewater and storm water technologies, services, and practices; create opportunities for economic development and clean-technology jobs; and conserve and sustain water resources. To achieve this W.O.A. provides for the creation of performance targets (financial, operational and maintenance related), which will vary by

service type and location and the required submission of conservation and sustainability plans for water, wastewater, and stormwater.

The sustainability plan in W.O.A. expands on interim legislation for financial plans included in O.Reg. 453/07, to include: an asset management plan for the physical infrastructure, financial plan, water conservation plan (for water service only), a risk assessment, a strategy for maintaining and improving the services; and additional information considered advisable.

On June 4, 2015, the Province passed the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) which, over time, will require municipalities to undertake and implement asset management plans for all infrastructure they own. On December 27, 2017, the Province of Ontario released Ontario Regulation 588/17 under I.J.P.A. which has 3 phases that municipalities must meet.

Every municipality in Ontario has had to prepare a strategic asset management policy by July 1, 2019. Municipalities will be required to review their strategic asset management policies at least every five years and make updates, as necessary. The subsequent phases are:

- Phase 1 – Asset Management Plan (by July 1, 2021) for core assets
- Phase 2 – Asset Management Plan (by July 1, 2023) for all assets:
- Phase 3 – Asset Management Plan (by July 1, 2024), which builds on Phase 1 and 2 by adding Proposed levels of service, and Lifecycle management and Financial strategy.

In relation to water (which is considered a core asset), municipalities will need to have an asset management plan that addresses the related infrastructure by July 1, 2021 (Phase 1). O.Reg. 588/17 specifies that the municipality's asset management plan must include the following for each asset category: the current levels of service being provided, the current performance of each asset category, a summary of the assets in the category, the replacement cost of the assets in the category, the average age of the assets in the category (determined by assessing the average age of the components of the assets), the information available on the condition of the assets in the category, a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate, and the lifecycle activities that would need to be undertaken to maintain the current levels of service.

Upon completion of the asset management plan for water, the Municipality will need to consider the impacts during the annual budget and forecast process

1.4 Municipality of Brooke-Alvinston – Alvinston Drinking Water System

The Alvinston DWS, located in the Municipality of Brooke Alvinston is owned by the Corporation of the Municipality of Brooke-Alvinston and is operated by the Ontario Clean Water Agency. Brooke Alvinston is located in southwestern Ontario, between London and Sarnia.

The Alvinston DWS receives its water from the Lambton Area Water Supply System (LAWSS). The Alvinston Drinking Water System is supplied with potable water via a 250mm diameter PVC watermain

from the Lambton Area Water Supply System (LAWSS). The supply meter chamber is located on the southeast corner of Old Walnut Rd. and Churchill Line. The Old Walnut meter chamber is equipped with a flowmeter. The potable watermain feeds the Alvinston Water Pumping Station where the incoming water is continuously monitored for a free chlorine.

The pumping station contains a sodium hypochlorite disinfection system, a clear well, a series of high lift pumps, emergency power supply, and various monitoring pieces of equipment. The clearwell has a total volume of 150 m³. Re-chlorination takes place at the clearwell and is continuously monitored and alarmed for free chlorine as it is pumped to the distribution system.

There are two (2) high lift pumps in the pumping station that pump the water from the clearwell to the standpipe.

The distribution system in Brooke-Alvinston contains an elevated standpipe, local distribution piping along with all associated valves, hydrants and appurtenances. The standpipe has maximum capacity of 1544 m³ and is equipped with a continuous on-line chlorine analyzer and alarmed.

Emergency standby power is available in the event of a power failure/outage.

In 2020, the Municipality has plans to by-pass the clearwell and high lift pumps in the pumping station. This is possible because the head pressure from the LAWSS system is high enough to fill the standpipe without the need of pumps. To regulate the flow a new valve will have to be installed that communicates with the standpipe that can reduce/eliminate the flow to prevent the standpipe from overflowing. This addition/modification will mean overall savings as there will be no need to repair/replace pumps and inspect and maintain the clearwell. In addition, there will be savings in utility costs, as the pumps will no longer run to fill the standpipe.

2. Financial Operating Plan

This financial operating plan includes the full costs of operating the Alvinston DWS on an ongoing basis and includes capital investments, operating costs, maintenance costs, administration costs, debt repayment and interest charges.

This financial operating plan for the Alvinston DWS was developed using historical financial information and projecting the information forward to forecast the annual expenditure requirements, while considering changes to the system, inflation and any growth forecast.

2.1 Operating Expenses

Recurring operating expenses for the Alvinston DWS consists of contracted operating services provided by OCWA, hydro cost and other operating expenses such as materials, supplies, major maintenance and repair. All operating costs are projected to increase on an annual basis at a rate of 3% per year, except for maintenance costs, which are projected to increase at a rate of 5% per year, and our OCWA

Operating Contact which currently increases at 3% every other year. The total operating expenses for the Alvinston DWS are forecasted to be approximately \$381,387 in 2020 and increase annually to approximately \$445,568 by year 2030.

2.2 Capital Costs

Although ongoing yearly maintenance and repair of the Alvinston DWS is forecasted, many of the costs associated with these works will be considered an expense, based on the Municipality's policy for tangible capital asset accounting and the nature of the work to be completed. There are several items throughout the study period that are recorded as capital upgrades or additions. These projects include major valve replacements, installation of new analyzers and flowmeters, and upgrading or replacing communications equipment, etc.

2.3 Debt Management

The Alvinston DWS had a long-term debt principal of approximately \$529,447 at year end in 2019. The debt principal is expected to decrease throughout the study period with a resulting principal of \$183,528 by year end 2030. No additional debt is forecasted to be added to the existing debt during the study period.

2.4 Lead Pipe Replacement Costs

There are no costs associated with lead pipe replacement for the Alvinston DWS.

2.5 Source Water Protection Costs

There are no costs associated with source water protection forecasted for the Alvinston DWS during the study period.

3. Funding Plan

A funding plan was developed to ensure that the annual expenditures forecasted in the financial operating plan can be sustained over the study period. The funding plan relies on operating revenues from the direct users of the drinking water system through water rates in combination with government grants, etc. to cover capital and operating costs. Other revenue sources such as a long-term site tower lease contract, sales and installation of meters and connection charges are also part of the funding plan for the Alvinston DWS.

3.1 Water Rates

The Alvinston DWS is a small water system that currently services approximately 1200 residents with approximately 410 connections. Most users are residential. In addition to the residential users there is:

one large institutional user (school), two multi-residential users (apartments), one large farm user (hog operation), one recreational facility (arena), and several small commercial operations. All water for the Alvinston DWS is provided by the Lambton Area Water Supply System (LAWSS). The Municipality of Brooke-Alvinston is currently charged \$1.19/m³ of water supplied by LAWSS (subject to a 3% per year increase).

Historical water use data was used to project future consumption throughout the study period. It was determined that the water volume billed will be maintained (not increase or decrease) throughout the study period.

Studies have shown that an average family of three uses approximately 11.33 m³ of water per month. Because of the small size of our system and the relatively few customers there are many costs that must be paid regardless of the amount of water used. As a result, it is necessary structure the fixed base rate to cover the system's relatively fixed operating costs. This ensures the system's viability. The larger non-residential users pay their fair share through the volumetric charges levied for over 11.33 m³ of usage per month.

Therefore, it is recommended that customers of the Alvinston DWS be charged a minimum water service rate of \$558/year in 2019/2020, increasing to \$680.16/year in 2030 (2% increase each year). This minimum fixed service rate includes the first 22.66 m³ water usage in each two-month billing period. For water metered over 22.66 m³ for each two-month billing period, customers are charged an additional \$3.05/m³ in 2019/2020, increasing to \$3.71/m³ in 2030 (2% increase each year).

Figure 1.1 – Projected Yearly Water Usage Revenues

Year	Projected Yearly Water Usage Revenues										
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Base rate charges earned per year	228,780	233,356	238,030	242,802	247,648	252,593	257,636	262,777	268,042	273,404	278,866
Overage charges earned per year	91,500	93,300	95,100	96,900	98,700	100,800	102,900	105,000	107,100	109,200	111,300
Total user fees earned per year	320,280	326,656	333,130	339,702	346,348	353,393	360,536	367,777	375,142	382,604	390,166

The forecasted rates were developed with the assumption outlined in Figure 1.2 regarding the number of connection and water use data.

Figure 1.2 – Number of Connections and Water Use

Year	Number of Water System Connections and Water Use										
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Number of connections	410	410	410	410	410	410	410	410	410	410	410
Water volume included in base charge per user m ³	136	136	136	136	136	136	136	136	136	136	136
Volume of water billed over minimum usage m ³	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000

3.2 Debt and Cash Reserves

Based on the current revenue and expenditure forecasts for the study period, there will be no requirement to raise any additional funds through borrowing. The existing debt of \$529,447 at year end in 2019 will continue to decrease throughout the study period and reach a principal of \$183,528 by year end 2030. There is no additional debt forecasted for the study period. A reserve fund balance of \$75,000 existed at the beginning of study period. The reserve fund is projected to have a balance of \$217,864 by the end of the study period in 2030.

3.3 Government Grants

The Municipality does not anticipate the receipt of any new grant money towards the municipal drinking water system during the study period. The Municipality has already received a Municipal Modernization grant that was received from the Province in March 2019. The municipality allocated \$75,000 of these funds received towards the bypass of the clearwell and pump station. The municipality expects to complete the by-pass in 2020.

4. Financial Plan Summary – Brooke Alvinston

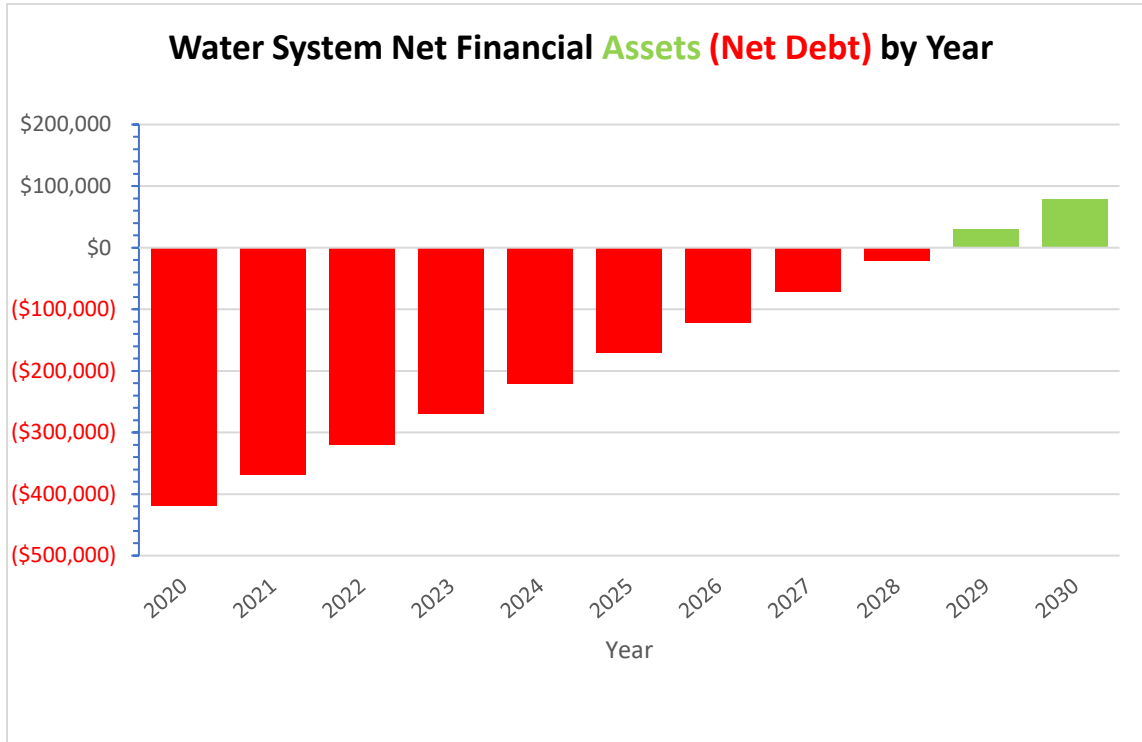
This section provides a summary of principal features concerning the current and projected future state of the Alvinston DWS. The financial information is contained in financial statements covering the period from 2020 to 2030 in compliance with O. Reg. 45. The detailed financial statements are set out in tabular form in Section 4. The notes regarding the financial statements Plan are presented at the end of the financial statement section of this report.

4.1 Statement of Financial Position (Table 1.1)

The Statement of financial Position summarizes the assets, liabilities, and accumulated surplus of the municipality's water system. An important feature of a water system is its net financial assets. A positive net financial asset indicates that the system has some resources to deal with future capital and

other needs. A negative number indicates that past capital and other investments must be financed from future revenues. The Alvinston DWS’ net financial assets are shown in Figure 2.1.

Figure 2.1 – Brooke-Alvinston Water System Net Financial Assets



The Alvinston Water System has had a large “Net Debt” position for years due to the installation of the water supply line and related long-term borrowing in 2004/2005. Although a negative net financial asset position exists for most of the study period, it improves steadily and becomes positive by the end of the study period.

A second feature is the total value of the water system tangible capital assets (Plant equipment, watermains). Consideration of the value of tangible capital assets is part of PSAB compliance. The current value of the capital assets is termed net book value (NBV). It is the difference between the original cost of an asset less the accumulated amortization.

Water systems have a great deal of resources tied up in tangible capital assets and managing these assets is critical to maintaining current and future levels of service. Tangible capital assets, once installed, are being used, and are decreasing in value. An increase in net book value of tangible capital assets is an indication that assets have been renewed faster than they were used. A decrease in net book value indicates that assets are being used, or amortized, faster than they are renewed. The net book value of the assets is set out in Figure 2.2. The NBV for the Tangible Capital Assets (TCA) of the

Alvinston DWS decreases until the end of the study period since the amortization occurs at a greater rate than the regeneration of the TCAs.

Figure 2.2 – Brooke-Alvinston Water System Tangible Capital Assets

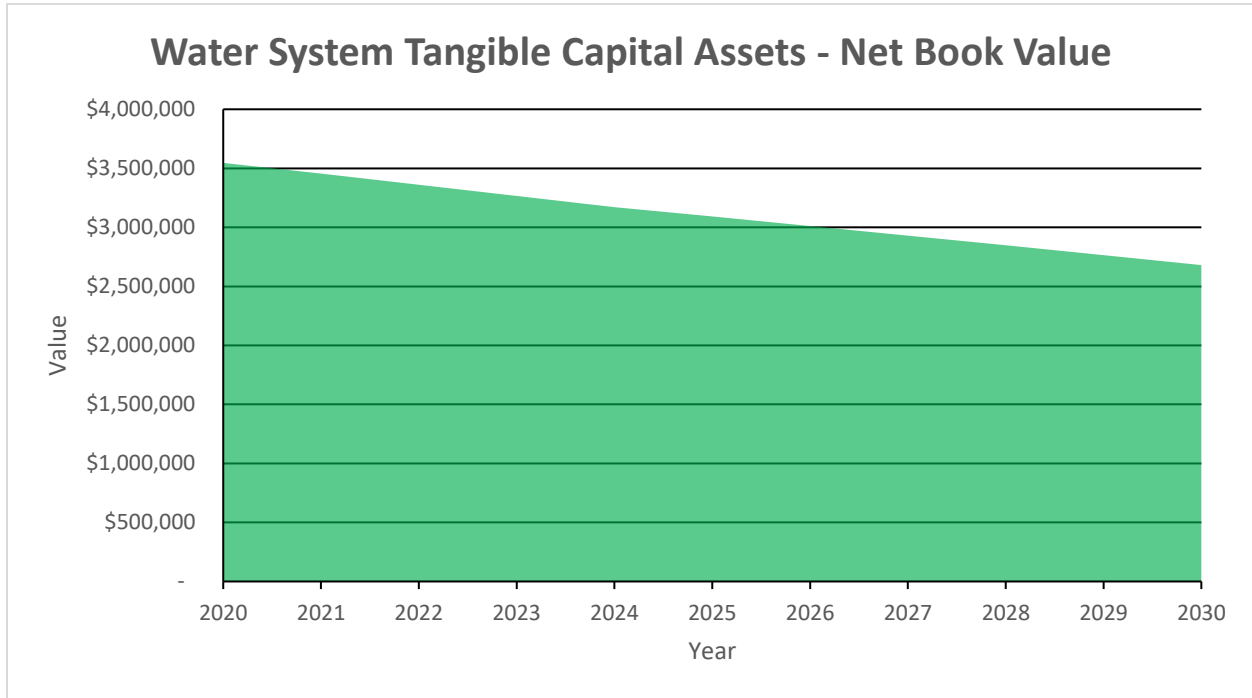
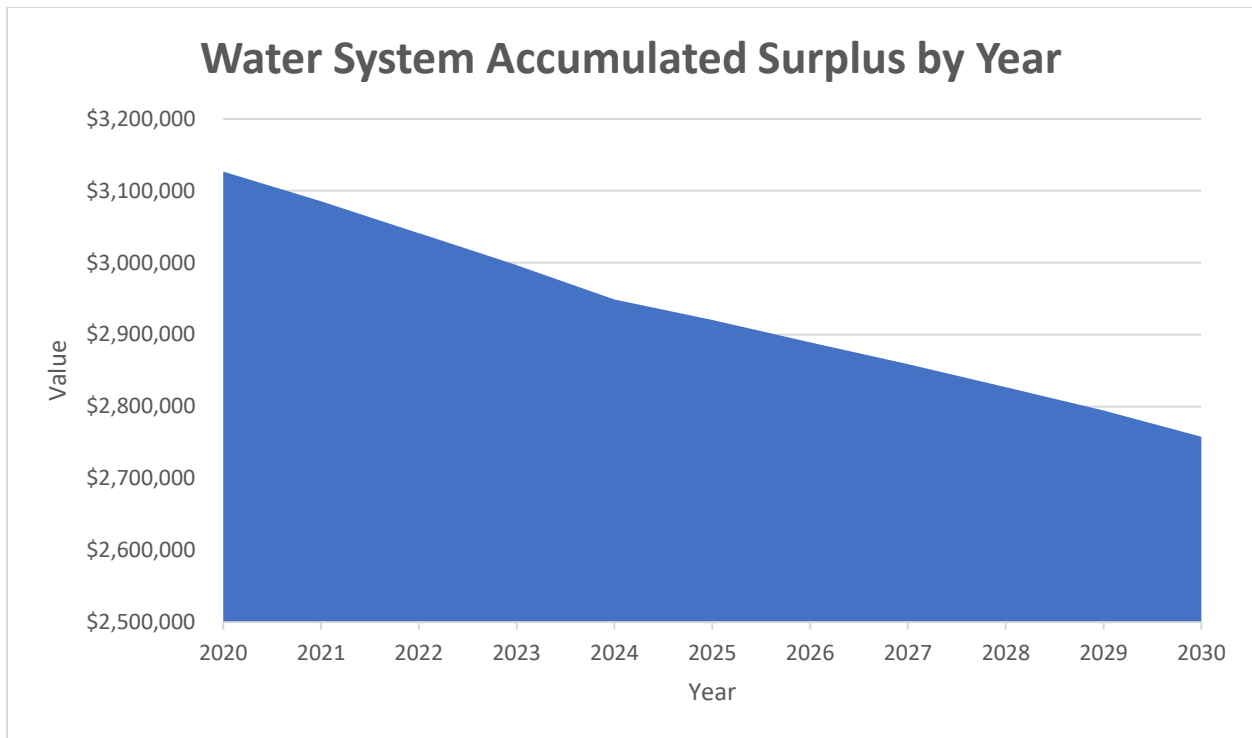


Figure 2.3 sets out the accumulated surplus. It represents cash on hand and other financial assets plus the net book value of tangible capital assets less long-term debt and any other financial liabilities. An accumulated surplus indicates that the available net resources are sufficient to provide future capital water services. While long-term debt is being reduced each year, larger annual amortization expense results in the reduction in Tangible Capital Assets outpacing the improved debt position. As a result, the Accumulated Surplus for the Brooke-Alvinston DWS decreases from \$3,126,789 in 2020 to \$2,757,996 by 2030.

Figure 2.3 – Brooke-Alvinston Water System Accumulated Surplus



4.2 Statement of Operations (Table 1.2)

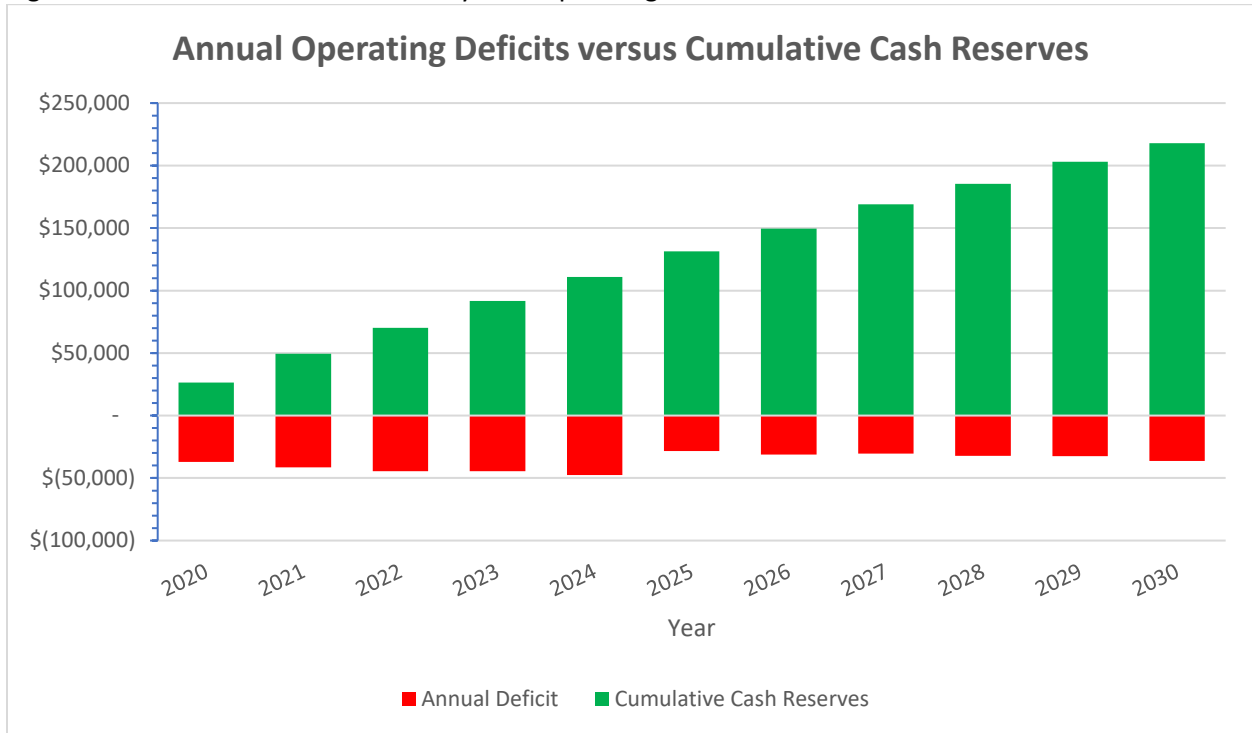
This statement summarizes revenues and expenses related to the water system for a given period. The revenue includes revenues from connected users, and miscellaneous revenues from water tower sales, meter sales, etc. The expenditures include ongoing operating costs (water purchases, operations contract, utilities, etc.), interest on long-term debt and asset amortization. Brooke-Alvinston’s Water System is consistently projected to run a small annual deficit throughout the study period. That is, annual expenditures, including amortization, exceed annual revenues. This indicates, that although the annual revenues for the most part are adequately funding ongoing operating costs over the study period, the revenues are not fully covering the yearly amortization expense of the system. However, because amortization is not a “cash” item, this doesn’t necessarily mean that the system is not viable, it just means the system is not currently generating enough revenues provide funds to replace its assets at the rate they are being amortized. Figure 2.4 shows the system’s annual deficit versus its “cumulative cash flow” (described more fully in the next section).

4.3 Statement of Change in Cash Flow (Table 1.3)

The Statement of Change in Cash Flow summarizes how the water system is expected to generate and use its cash resources throughout the study period. The transactions that provide/use cash are classified as operating, capital, investing, and financing activities as shown in Table 1.3. This statement focuses on the cash aspect of these transactions and thus is the link between cash-based and accrual-

based reporting. Table 1.3 indicates that cash from operations will be mainly used to fund capital asset acquisitions, repay long-term debt, and build a small cash reserve fund over the forecast period. The financial plan projects the cash position of the Municipality’s water system to improve from a balance of approximately \$26,431 in 2020, to approximately \$217,864 by the end of 2030. Figure 2.4 shows the system’s annual deficit versus its “cumulative cash flow”.

Figure 2.4 – Brooke-Alvinston Water System Operating Deficits versus Cumulative Cash Flow



4.4 Continuous Improvement

The SDWA requires renewal of Municipal Drinking Water Licenses every five years. The Financial Plan regulation requires the preparation and approval of a financial plan before making an application for renewal of a Drinking Water License. Thus, each Financial Plan will require updating at a maximum frequency of every five years. This on-going update will assist in revisiting the assumptions made, in the original financial plan, to develop the operating and funding plans as well as re-assessing the need for capital renewal and major maintenance expenditures.

4.5 Conclusion

The Alvinston DWS is currently financially self-sustaining provided no major capital expenditures for renewal or upgrades are required. This scenario is forecasted to continue throughout the study period. The financial statements reveal that the Alvinston DWS is projected be in adequate financial shape over

the study period with no need for borrowing and a small cash reserve that is built throughout the study period.

When reviewing this plan, it is important to keep in mind that several assumptions have been made concerning inflation, and growth projections. Actual results could significantly deviate from these projections over time. In addition, capital and major maintenance cost estimates and schedule may vary from current projections. There is a need to monitor the progress of this plan and revise the plan as needed.

The detailed financial statements are set out in tabular form in the following section and were the basis for the above summary.

5. Financial Statements

The detailed financial statements are set out in the following tables followed by the notes that correspond to the numbers on the right side of the tables.

Statement of Financial Position

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>Notes</u>
Financial Assets												
Cash or Equivalents - Reserve Fund	\$ 26,431	\$ 49,380	\$ 70,157	\$ 91,695	\$ 110,984	\$ 131,338	\$ 149,674	\$ 169,088	\$ 185,424	\$ 203,186	\$ 217,864	1
Accounts Receivable	<u>69,000</u>	<u>70,000</u>	<u>71,000</u>	<u>72,000</u>	<u>73,000</u>	<u>74,000</u>	<u>75,000</u>	<u>76,000</u>	<u>78,000</u>	<u>79,000</u>	<u>80,000</u>	2
Total Financial Assets	<u>\$ 95,431</u>	<u>\$ 119,380</u>	<u>\$ 141,157</u>	<u>\$ 163,695</u>	<u>\$ 183,984</u>	<u>\$ 205,338</u>	<u>\$ 224,674</u>	<u>\$ 245,088</u>	<u>\$ 263,424</u>	<u>\$ 282,186</u>	<u>\$ 297,864</u>	
Liabilities												
Accounts Payable	\$ 26,775	\$ 27,675	\$ 28,575	\$ 29,475	\$ 30,375	\$ 31,275	\$ 32,175	\$ 33,075	\$ 33,975	\$ 35,100	\$ 36,225	3
Long-term Debt	<u>487,886</u>	<u>460,789</u>	<u>433,000</u>	<u>404,500</u>	<u>375,272</u>	<u>345,297</u>	<u>314,556</u>	<u>283,029</u>	<u>250,696</u>	<u>217,536</u>	<u>183,529</u>	4
Total Liabilities	<u>\$ 514,661</u>	<u>\$ 488,464</u>	<u>\$ 461,575</u>	<u>\$ 433,975</u>	<u>\$ 405,647</u>	<u>\$ 376,572</u>	<u>\$ 346,731</u>	<u>\$ 316,104</u>	<u>\$ 284,671</u>	<u>\$ 252,636</u>	<u>\$ 219,754</u>	
Net Financial Assets (Net Debt)	\$ (419,230)	\$ (369,084)	\$ (320,418)	\$ (270,280)	\$ (221,663)	\$ (171,234)	\$ (122,057)	\$ (71,016)	\$ (21,247)	\$ 29,550	\$ 78,110	
Non Financial Assets												
Capital Work in Progress	-	-	-	-	-	-	-	-	-	-	-	5
Tangible Capital Assets												
Tangible Capital Asset Cost	\$ 5,748,262	\$ 5,823,262	\$ 5,838,262	\$ 5,853,262	\$ 5,868,262	\$ 5,883,262	\$ 5,898,262	\$ 5,913,262	\$ 5,928,262	\$ 5,943,262	\$ 5,958,262	6
Tangible Capital Assets - Additions	75,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	7
Tangible Capital Asset - Disposal	-	-	-	-	-	-	-	-	-	-	-	
Accumulated Amortization	<u>(2,277,263)</u>	<u>(2,383,862)</u>	<u>(2,491,961)</u>	<u>(2,601,560)</u>	<u>(2,712,659)</u>	<u>(2,806,527)</u>	<u>(2,901,895)</u>	<u>(2,998,292)</u>	<u>(3,095,153)</u>	<u>(3,193,515)</u>	<u>(3,293,377)</u>	8
Total Non Financial Assets	<u>\$ 3,545,999</u>	<u>\$ 3,454,400</u>	<u>\$ 3,361,301</u>	<u>\$ 3,266,702</u>	<u>\$ 3,170,603</u>	<u>\$ 3,091,735</u>	<u>\$ 3,011,367</u>	<u>\$ 2,929,970</u>	<u>\$ 2,848,109</u>	<u>\$ 2,764,747</u>	<u>\$ 2,679,885</u>	
Accumulated Surplus	<u>\$ 3,126,769</u>	<u>\$ 3,085,316</u>	<u>\$ 3,040,883</u>	<u>\$ 2,996,422</u>	<u>\$ 2,948,940</u>	<u>\$ 2,920,501</u>	<u>\$ 2,889,310</u>	<u>\$ 2,858,954</u>	<u>\$ 2,826,862</u>	<u>\$ 2,794,297</u>	<u>\$ 2,757,995</u>	

Note: Unaudited - For Planning Purposes Only – Actual results will differ from the above and these differences could be material.

Statement of Financial Operations

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>Notes</u>
Revenues												
Water Billings	\$ 320,280	\$ 326,656	\$ 333,130	\$ 339,702	\$ 346,348	\$ 353,393	\$ 360,536	\$ 367,777	\$ 375,142	\$ 382,604	\$ 390,166	9
Other Revenue	<u>24,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	<u>19,100</u>	10
	<u>\$ 344,380</u>	<u>\$ 345,756</u>	<u>\$ 352,230</u>	<u>\$ 358,802</u>	<u>\$ 365,448</u>	<u>\$ 372,493</u>	<u>\$ 379,636</u>	<u>\$ 386,877</u>	<u>\$ 394,242</u>	<u>\$ 401,704</u>	<u>\$ 409,266</u>	
Expenses												
Water Purchases	\$ 107,100	\$ 110,700	\$ 114,300	\$ 117,900	\$ 121,500	\$ 125,100	\$ 128,700	\$ 132,300	\$ 135,900	\$ 140,400	\$ 144,900	11
OCWA - Operating Contract	97,131	97,131	100,045	100,045	103,046	103,046	106,137	106,137	109,321	109,321	112,601	12
Utilities	16,000	16,480	16,974	17,483	18,007	18,547	19,103	19,676	20,266	20,874	21,500	13
Administration	15,000	15,450	15,914	16,391	16,883	17,389	17,911	18,448	19,001	19,571	20,158	14
Operating and Major Maintenance	15,000	15,750	16,538	17,365	18,233	19,145	20,102	21,107	22,162	23,270	24,434	15
Other Expenses	12,503	12,878	13,264	13,662	14,072	14,494	14,929	15,377	15,838	16,313	16,802	16
Interest on Long-term Debt	13,654	12,221	11,529	10,818	10,090	9,343	8,577	7,791	6,985	6,158	5,311	4
Amortization	<u>105,099</u>	<u>106,599</u>	<u>108,099</u>	<u>109,599</u>	<u>111,099</u>	<u>93,868</u>	<u>95,368</u>	<u>96,397</u>	<u>96,861</u>	<u>98,362</u>	<u>99,862</u>	8
	<u>\$ 381,487</u>	<u>\$ 387,209</u>	<u>\$ 396,663</u>	<u>\$ 403,263</u>	<u>\$ 412,930</u>	<u>\$ 400,932</u>	<u>\$ 410,827</u>	<u>\$ 417,233</u>	<u>\$ 426,334</u>	<u>\$ 434,269</u>	<u>\$ 445,568</u>	
Annual Surplus (Deficit)	\$ (37,107)	\$ (41,453)	\$ (44,433)	\$ (44,461)	\$ (47,482)	\$ (28,439)	\$ (31,191)	\$ (30,356)	\$ (32,092)	\$ (32,565)	\$ (36,302)	
Accumulated Surplus - Beginning of Year	<u>3,163,876</u>	<u>3,126,769</u>	<u>3,085,316</u>	<u>3,040,883</u>	<u>2,996,422</u>	<u>2,948,940</u>	<u>2,920,501</u>	<u>2,889,310</u>	<u>2,858,954</u>	<u>2,826,862</u>	<u>2,794,297</u>	
Accumulated Surplus - End of Year	<u>\$ 3,126,769</u>	<u>\$ 3,085,316</u>	<u>\$ 3,040,883</u>	<u>\$ 2,996,422</u>	<u>\$ 2,948,940</u>	<u>\$ 2,920,501</u>	<u>\$ 2,889,310</u>	<u>\$ 2,858,954</u>	<u>\$ 2,826,862</u>	<u>\$ 2,794,297</u>	<u>\$ 2,757,995</u>	

Note: Unaudited - For Planning Purposes Only – Actual results will differ from the above and these differences could be material.

Statement of Change in Cash Flow

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>Notes</u>
Operating Transactions												
Annual Surplus (Deficit)	\$ (37,107)	\$ (41,453)	\$ (44,433)	\$ (44,461)	\$ (47,482)	\$ (28,439)	\$ (31,191)	\$ (30,356)	\$ (32,092)	\$ (32,565)	\$ (36,302)	
Add back non-cash items:												
Amortization	105,099	106,599	108,099	109,599	111,099	93,868	95,368	96,397	96,861	98,362	99,862	8
Working Capital Items												
Accounts Receivable	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	2
Accounts Payable	-	900	900	900	900	900	900	900	900	1,125	1,125	3
Capital Work in Progress	-	-	-	-	-	-	-	-	-	-	-	
Cash provided by Operating Transactions	\$ 67,992	\$ 65,046	\$ 63,566	\$ 65,038	\$ 63,517	\$ 65,329	\$ 64,077	\$ 65,941	\$ 63,669	\$ 65,922	\$ 63,685	
Capital Transactions												
Acquisition of TCAs	\$ (75,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	7
Proceeds on Disposal of TCA	-	-	-	-	-	-	-	-	-	-	-	
Cash used in Capital Transactions	\$ (75,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	\$ (15,000)	
Investing Transactions												
Interest Earned on Reserve Fund Balance	-	\$ 264	\$ 494	\$ 702	\$ 917	\$ 1,110	\$ 1,313	\$ 1,497	\$ 1,691	\$ 1,854	\$ 2,032	1
Cash Provided by Investing Activities	-	\$ 264	\$ 494	\$ 702	\$ 917	\$ 1,110	\$ 1,313	\$ 1,497	\$ 1,691	\$ 1,854	\$ 2,032	
Financing												
Repayment of Long Term Debt	\$ (41,561)	\$ (27,097)	\$ (27,789)	\$ (28,500)	\$ (29,228)	\$ (29,975)	\$ (30,741)	\$ (31,527)	\$ (32,333)	\$ (33,160)	\$ (34,007)	4
Cash Used in Financing Activities	\$ (41,561)	\$ (27,097)	\$ (27,789)	\$ (28,500)	\$ (29,228)	\$ (29,975)	\$ (30,741)	\$ (31,527)	\$ (32,333)	\$ (33,160)	\$ (34,007)	
Increase (decrease) in Cash Equivalents	\$ (48,569)	\$ 22,949	\$ 20,777	\$ 21,538	\$ 19,289	\$ 20,354	\$ 18,336	\$ 19,414	\$ 16,336	\$ 17,762	\$ 14,678	
Cash or Equivalents - Beginning of Year	<u>75,000</u>	<u>26,431</u>	<u>49,380</u>	<u>70,157</u>	<u>91,695</u>	<u>110,984</u>	<u>131,338</u>	<u>149,674</u>	<u>169,088</u>	<u>185,424</u>	<u>203,186</u>	
Cash or Equivalents - End of Year	<u>\$ 26,431</u>	<u>\$ 49,380</u>	<u>\$ 70,157</u>	<u>\$ 91,695</u>	<u>\$ 110,984</u>	<u>\$ 131,338</u>	<u>\$ 149,674</u>	<u>\$ 169,088</u>	<u>\$ 185,424</u>	<u>\$ 203,186</u>	<u>\$ 217,864</u>	

Note: Unaudited - For Planning Purposes Only – Actual results will differ from the above and these differences could be material.

6. Notes on the Alvinston Drinking Water System Financial Plan

The Alvinston Drinking Water System Financial Plan represents a forecast of the financial performance of the drinking water system over a study period starting in the year 2020 through to the year 2030. The following notes are intended to document and/or clarify some of the assumptions made in generating the financial information contained in the tables. The reader is cautioned that the financial plan contains un-audited financial information and is subject to change.

1. The Cash or reserve fund balance is expected to earn interest at 1%. The reserve fund is expected to have a balance of \$217,864 at the end of the study period in 2030.
2. Because billings and collections of the water and sewer fees are combined, it is impossible to precisely determine the exact portion of the water fees that are receivable at the end of each year. The amount of water fees receivable each year is estimated based on proportion of water to sewer billings.
3. Water system accounts payable at each year end is estimated based on the water quarterly water purchases from LAWSS, since the bill for the final quarter each year is not received until after the year end.
4. The Alvinston DWS had a debt principal of approximately \$529,447 at year end in 2019. The debt principal is expected to decrease throughout the study period with a resulting principal of \$183,529 by year end 2030. Interest is payable on long-term debt at a rate of 2.54% per annum.
5. Capital Works in Progress –There are expected to be no funds expended in uncompleted capital works on the water distribution system each year.
6. Tangible Capital Assets Cost includes changes (additions, disposals, write-downs) in tangible capital assets during the year.
7. Tangible Capital Asset Additions are estimated based on normal replacements of major valves, analyzers, flowmeters, etc. over the study period.
8. Tangible Capital Assets (TCA) are assumed to have no residual value when they have reached the end of their projected useful life. Amortization was determined using the straight-line method. The calculation of Amortization begins the year an asset is put into service.
9. Water Billings – Includes the flat rate charge to the customers as well as the variable rate based on water use more than the 22.33 m³ usage allowed in the base rate. Water rates are projected to increase at a rate of 2% per year. See Figures 1.1 and 1.2 for further information.
10. Other Revenues include water sales from the water tower, sales and installation of meters, and water connection charges, etc.

11. Water purchases – All water for the Alvinston DWS is provided by the Lambton Area Water Supply System (LAWSS). The Municipality of Brooke-Alvinston is currently charged \$1.19/m³ of water by LAWSS and is expected to increase at a rate of 3% each year
12. OCWA Operating Contract – OCWA contracted services are determined by the contracted rates provided by OCWA for operating and maintaining our water system. They are projected to increase at the rate of 3% every other year as per the current contract.
13. Utilities – Utility and energy costs are projected to increase at 3% per annum.
14. Administration – includes charges for payroll, benefits, office supplies, for time spent by staff for water meter reading, invoicing, collecting, and other work related to the water system. These costs are projected to increase at 3% per year.
15. Operating and Major Maintenance – Includes maintenance items, which are major non-routine costs which are not capital items per the Municipality's TCA policy. These costs are projected to increase at 5% per year.
16. Other Expenses – Comprised of insurance costs, water meter costs, communications costs for system monitoring, and other miscellaneous smaller expenditures. They are expected to increase at 3% per year throughout the study period.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Water and Wastewater Rate Analysis
Meeting: Council - 14 May 2020
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council approve a 2% annual increase to the Alvinston Water and Wastewater rates.

Background:

See attached Report

ATTACHMENTS:

[Water and Wastewater Rate Analysis](#)

Janet Denkers, Clerk Administrator	Pending
Darlene Paolucci, Administrative Assistant	Pending

Municipality of Brooke Alvinston

Water and Wastewater Rate Analysis - Recommendation and Rational

Recommendation

That Council approve an annual 2% water and wastewater rate increase commencing immediately after the last water meter read date in December 2020; and that the annual 2% water rate increase continue indefinitely until the water operating financial results indicate that it should be changed.

Background

The government has mandated that water and wastewater systems have financial plans to ensure they are sustainable and self-funding.

The Municipality's Water and Sewage Services By-law (By-law 19 of 2011) also states that the rates calculated for billing these services shall be based on the "*Costs of the Services*" which includes "*all direct operating costs, overhead costs, administrative costs, and current and future infrastructure costs*".

In 2017, after analysing the systems costs and rates, it was decided that because the water system's *costs of providing the service* was largely fixed the minimum rates be increased from \$231/year per connection to the current \$558/year per connection. Likewise, it was decided that the wastewater system's minimum rates be increased from \$99/year per connection to the current \$414/year per connection, for the same reason. This meant that the residents of Alvinston went from being one of the lowest paying users of water and wastewater systems in the county to being average paying users. Since the dramatic increase in 2017 the rates have remained unchanged.

However, as time passes, the costs of operating these systems continues to increase every year. This necessitates reviewing the rates and the revenues they generate as they compare to the costs of providing these services both now and for the future.

Analysis

The following Tables summarize four key elements under different rate increase scenarios for the years 2020 through 2030. The Annual Surplus/(Deficit) shows the extent to which the system's rates cover the costs of operations and provide for future asset replacement. The Cash Reserves/(Deficit) shows the systems ability to generate cash after paying all cash expenses. If positive, Net Assets/(Net Debt) shows that the system has resources to deal with future capital and other needs; if negative, it shows that past capital and other investments have been financed from future revenues. Lastly, the table shows the yearly minimum cost per connected for year under consideration.

These tables show that we need a minimum 2% annual increase in the rates to keep these systems viable.

Municipality of Brooke-Alvinston
Water Rate Analysis

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Scenario 1 - No Change in Rates												
	Annual Deficit	(37,107)	(47,829)	(57,283)	(63,883)	(73,550)	(61,552)	(71,447)	(77,853)	(86,954)	(94,889)	(106,188)
	Cash Reserves (Deficit)	26,431	44,004	52,931	56,047	50,268	38,509	17,589	(9,494)	(46,020)	(89,582)	(143,790)
	Net Debt	(419,230)	(375,460)	(339,644)	(308,928)	(286,379)	(269,063)	(260,142)	(256,598)	(261,691)	(273,218)	(294,544)
	Minimum cost per user	558	558	558	558	558	558	558	558	558	558	558
Scenario 2 - 1% Annual Increase in Rates												
	Annual Deficit	(37,107)	(44,641)	(50,883)	(54,246)	(60,651)	(45,367)	(51,951)	(55,022)	(60,763)	(65,313)	(73,203)
	Cash Reserves	26,431	47,192	61,519	74,272	80,392	84,818	82,394	78,142	66,807	52,821	30,598
	Net Debt	(419,230)	(372,272)	(330,056)	(289,703)	(254,255)	(220,754)	(192,337)	(165,962)	(144,864)	(126,815)	(115,156)
	Minimum cost per user	558	564	569	575	581	587	592	598	604	610	617
Scenario 3 - 2% Annual Increase in Rates												
	Annual Deficit	(37,107)	(41,453)	(44,433)	(44,461)	(47,482)	(28,439)	(31,191)	(30,356)	(32,092)	(32,565)	(36,302)
	Cash Reserves	26,431	49,380	70,157	91,695	110,984	131,338	149,674	169,088	185,424	203,186	217,864
	Net Assets (Net Debt)	(419,230)	(369,084)	(320,418)	(270,280)	(221,663)	(171,234)	(122,057)	(71,016)	(21,247)	29,550	78,110
	Minimum cost per user	558	569	581	592	604	616	628	641	654	667	680
Scenario 4 - 3% Annual Increase in Rates												
	Annual Surplus (Deficit)	(37,107)	(38,266)	(37,959)	(34,278)	(33,442)	(10,719)	(9,369)	(4,283)	(1,646)	2,703	3,958
	Cash Reserves	26,431	52,567	78,818	110,539	142,868	179,942	219,100	263,587	310,369	362,399	416,337
	Net Assets (Net Debt)	(419,230)	(365,897)	(310,757)	(250,436)	(187,779)	(119,630)	(48,631)	28,483	108,698	194,763	283,583
	Minimum cost per user	558	575	592	610	628	647	666	686	707	728	750
Scenario 5 - 4% Annual Increase in Rates												
	Annual Surplus (Deficit)	(37,107)	(35,078)	(31,112)	(23,922)	(19,107)	7,792	13,541	23,222	30,975	40,661	47,476
	Cash Reserves	26,431	54,755	87,853	128,930	174,594	230,179	291,247	363,239	441,642	530,630	627,086
	Net Assets (Net Debt)	(419,230)	(362,709)	(300,722)	(230,045)	(153,053)	(66,393)	27,516	132,135	244,971	368,994	501,332
	Minimum cost per user	558	580	604	628	653	679	706	734	764	794	826
Scenario 6 - 5% Annual Increase in Rates												
	Annual Surplus (Deficit)	(37,107)	(31,890)	(24,539)	(13,419)	(4,452)	27,145	37,838	53,058	66,645	82,511	96,148
	Cash Reserves	26,431	57,943	96,614	147,194	207,513	281,451	365,816	466,644	579,717	709,555	853,683
	Net Assets (Net Debt)	(419,230)	(359,521)	(290,961)	(209,781)	(118,134)	(12,121)	106,085	240,540	389,046	554,919	735,929
	Minimum cost per user	558	586	615	646	678	712	748	785	824	866	909

Municipality of Brooke-Alvinston
Wastewater Rate Analysis - Alvinston System

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Scenario 1 - No Change in Rates											
Annual Deficit	(59,273)	(68,981)	(76,061)	(78,944)	(56,454)	(61,471)	(69,237)	(70,591)	(72,353)	(76,876)	(85,433)
Cash Reserves (Deficit)	(8,331)	12,794	25,339	38,631	44,008	45,868	41,462	33,242	18,373	(624)	(24,203)
Net Assets (Net Debt)	(10,356)	14,719	34,214	50,456	60,783	67,593	68,137	64,867	54,948	40,901	19,797
Minimum cost per user	414	414	414	414	414	414	414	414	414	414	414
Scenario 2 - 1% Annual Increase in Rates											
Annual Deficit	(59,273)	(66,907)	(71,890)	(72,676)	(48,066)	(50,940)	(56,539)	(55,727)	(55,300)	(57,610)	(63,955)
Cash Reserves	(8,331)	13,868	30,584	50,144	62,909	75,300	83,592	89,236	91,420	90,689	88,588
Net Assets (Net Debt)	(10,356)	16,793	40,459	62,969	81,684	99,025	112,267	123,861	130,995	136,214	136,588
Minimum cost per user	414	418	422	427	431	435	440	444	448	453	457
Scenario 3 - 2% Annual Increase in Rates											
Annual Deficit	(59,273)	(65,073)	(68,176)	(67,013)	(40,430)	(41,045)	(44,340)	(41,153)	(38,283)	(38,103)	(41,889)
Cash Reserves	(8,331)	15,702	35,132	60,355	80,756	102,042	122,533	142,751	160,952	179,728	198,693
Net Assets (Net Debt)	(10,356)	18,627	46,007	74,180	100,531	127,767	153,208	179,376	203,527	228,253	250,693
Minimum cost per user	414	422	431	439	448	457	466	476	485	495	505
Scenario 4 - 3% Annual Increase in Rates											
Annual Surplus (Deficit)	(59,273)	(62,999)	(63,959)	(60,560)	(31,649)	(29,844)	(30,626)	(24,834)	(19,266)	(16,297)	(17,177)
Cash Reserves	(8,331)	17,776	41,423	72,099	101,281	132,768	165,973	202,510	239,728	280,310	322,987
Net Assets (Net Debt)	(10,356)	20,701	52,298	86,924	122,056	160,493	199,648	242,135	285,303	331,835	378,987
Minimum cost per user	414	426	439	452	466	480	494	509	524	540	556
Scenario 5 - 4% Annual Increase in Rates											
Annual Surplus (Deficit)	(59,273)	(60,925)	(59,696)	(53,992)	(22,661)	(18,296)	(16,381)	(7,753)	1,030	7,399	10,080
Cash Reserves	(8,331)	18,850	46,760	83,004	121,174	164,209	211,659	264,277	320,791	385,069	455,003
Net Assets (Net Debt)	(10,356)	22,775	58,635	99,829	143,949	193,934	247,334	306,902	370,366	440,594	515,003
Minimum cost per user	414	431	448	466	484	504	524	545	567	589	613
Scenario 6 - 5% Annual Increase in Rates											
Annual Surplus (Deficit)	(59,273)	(59,091)	(55,649)	(47,594)	(13,487)	(6,425)	(1,387)	10,571	22,892	33,030	39,952
Cash Reserves	(8,331)	20,684	51,641	94,283	140,627	195,533	256,977	327,919	406,295	494,204	594,010
Net Assets (Net Debt)	(10,356)	24,609	64,516	112,108	165,402	227,258	295,652	373,544	458,870	554,729	659,010
Minimum cost per user	414	435	456	479	503	528	555	582	612	642	674



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fire Chief - Monthly Report
Meeting: Council - 14 May 2020
Department: Fire Department
Staff Contact: Jeff McArthur, Fire Chief

Recommendation:

That the report submitted by the Fire Chief be received and filed.

Background:

EQUIPMENT STATUS

Repairs/Maintenance: Three apparatus had annual safety/maintenance. Four had annual pump and ladder testing.

Purchases: PPE, medical supplies for Covid-19

Financial Implications: apparatus testing – budgeted funds

TRAINING

BFR Topics:

- Covid-19 procedures & PPE (via Zoom)
- BFR Scene Document Review (via Zoom)

CALL RESPONSE

Alvinston Station Area

- 2 calls
 - Fire – field
 - Burn complaint - unpermitted open burn

Inwood Station Area

- 2 calls
 - Medical assist
 - Fire - grass

Comments:

COVID-19

Using Zoom for training and officers' meetings. Truck Checks are being scheduled in groups of 5 or less. OFM requiring weekly PPE inventory report and weekly staffing report. Operational precautions remain in place, particularly for medical calls.

Fully staffed, firefighters asked to continually self-monitor.

Financial Considerations:

Not applicable in this report.



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

RECEIVED
MAY 08 2020
emailed to David

I hereby give notice that the Sisson Parken 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:

Ditch was sprayed. now it needs to be cleaned

Property Description: Lot 6 Concession 14 Roll Number _____

911 address 4645 Sutterville Rd Watford

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

Ben Scholten

Name-please print

Name-please print

Ben Scholten

Signature

Signature

Telephone# 5 [Redacted] Home

Cell

Email address: _____

Additional Comments if any:

I have permission from Teresa Johnson my daughter



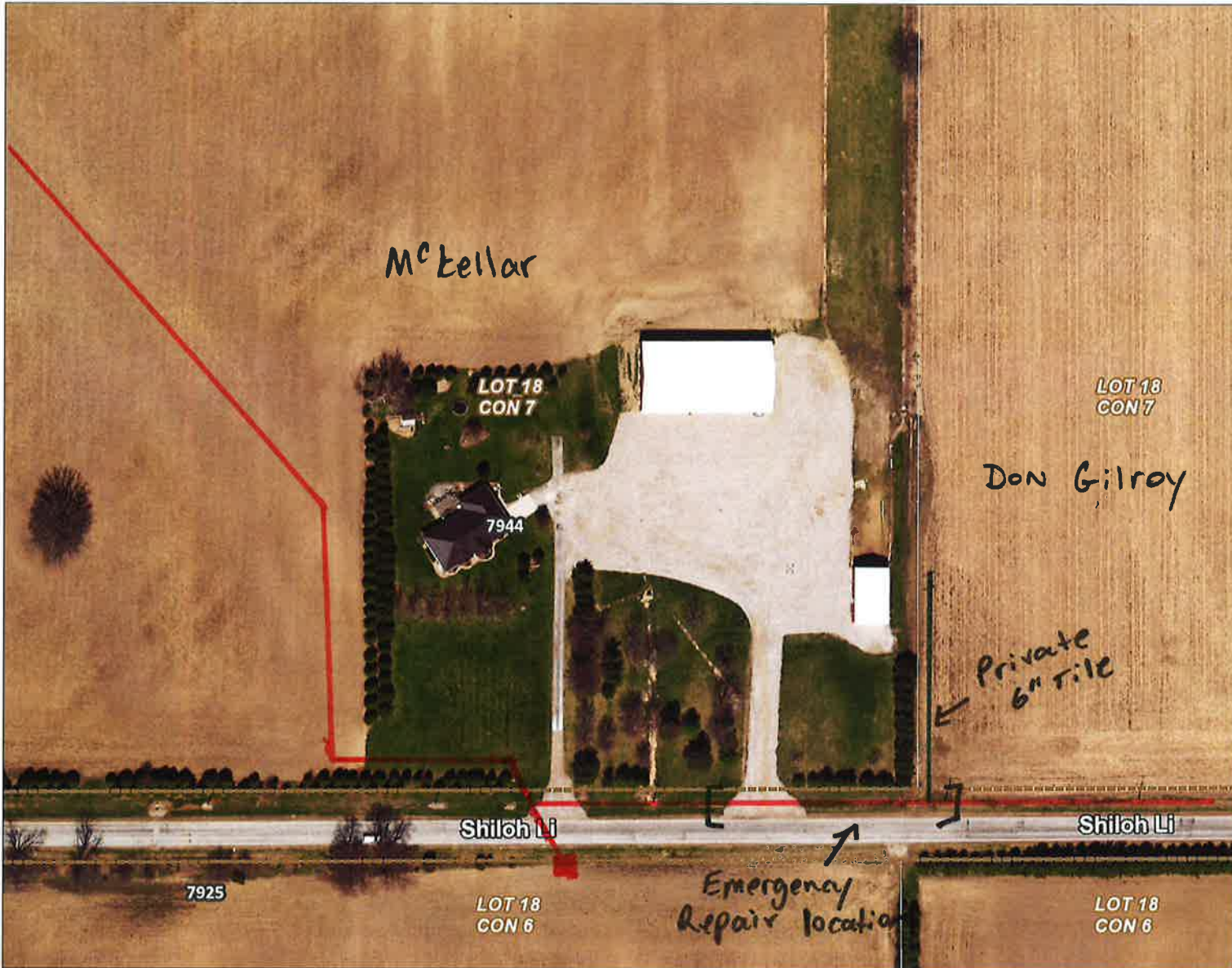
MUNICIPALITY OF BROOKE-ALVINSTON
DRAINAGE SUPERINTENDENT STAFF REPORT
May 11, 2020

Lightfoot Oke Drain – Emergency Repair





- On May 11, 2020, KT Excavating along with Tom’s Tile Flushing was hired to investigate the tile along Shiloh Line for the Lightfoot-Oke Drain, due to Don Gilroy’s farm having flooding issues;
- During the investigation, it was determined that the tile along the north side of Shiloh Line for the Lightfoot Oke Drain was removed during the installation of the sanitary forcemain coming from Inwood;
- Therefore, the section of tile from Don Gilroy’s west property line to just past the east entrance to the McKellar farm would need to be replaced immediately, to provide proper drainage for the Gilroy farm. See attached map. At this point it could be reconnected to the existing tile;
- This work was deemed an emergency due to the Gilroy farm not having any outlet as the municipal drain was removed an accident during the installation of the sanitary forcemain; and
- KT Excavating is hired to complete the work.

David Moores
Drainage Superintendent
R. Dobbin Engineering

Lightfoot-Oke Drain



Legend


-  Address Points
-  Lot Concession Fabric
-  Assessment Parcels
-  Street Label

Location

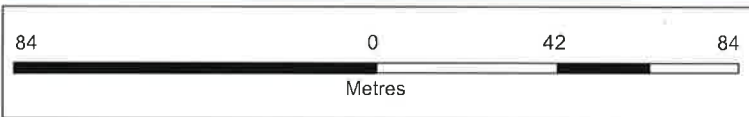


Notes

County of Lambton



789 Broadway St
Wyoming, ON N0N 1T0
www.lambtongis.ca



1: 1,652



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