



# AGENDA

## Council Meeting

4:00 PM - Thursday, June 11, 2020  
Municipal Office

---

	Page
<b>1. CALL TO ORDER</b>	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>3. MINUTES</b>	
3.1. Regular Council Meeting Minutes of May 28, 2020 <a href="#">Council - 28 May 2020 - Minutes - Pdf</a>	3 - 6
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
<b>5. DELEGATIONS &amp; TIMED EVENTS</b>	
<b>6. CORRESPONDENCE</b>	
6.1. <a href="#">Information - June 11, 2020</a>	7 - 50
6.2. <a href="#">Requiring Action - June 11, 2020</a>	51 - 52
<b>7. STAFF REPORTS</b>	
7.1. Clerk Administrator's Report: Update on Municipal Operations <a href="#">Update on Municipal Operations - Pdf</a>	53 - 54
7.2. Clerk Administrator's Report: Virtual Canada Day <a href="#">Virtual Canada Day - Pdf</a>	55 - 56
7.3. Clerk Administrator's Report: Job Postings <a href="#">Job Postings - Pdf</a>	57
7.4. Clerk Administrator's Report: Temporary Extension of Patio at Armour's Ale House <a href="#">Temporary Extension of Patio at Armour's Ale House - Pdf</a>	58 - 61
7.5. Drainage Superintendent Staff Report <a href="#">Drainage Superintendent Staff Report - Pdf</a>	62 - 66
7.6. Public Works Manager's Report: Manure Spill <a href="#">Manure Spill - Pdf</a>	67 - 68
7.7. Public Works Managers Report: 2020 Grader Tender Results <a href="#">2020 Grader Tender Results - Pdf</a>	69
7.8. Public Works Manager's Report: BAICCC Budget Upgrades <a href="#">BAICCC Budget Upgrades - Pdf</a>	70
7.9. Fire Chief Monthly Report	71

[Fire Chief Monthly Report - Pdf](#)

- 7.10. Treasurer's Report: Accounts Payable Listing – May 2020 72 - 87  
[Accounts Payable Listing – May 2020 - Pdf](#)
- 7.11. Treasurer's Report: Approval of Regular Contributions/Sponsorship/Donations to Area Organizations 88  
[List of Regularly Supported Organizations](#)
- 7.12. Treasurer's Report: Inwood Wastewater Rate Analysis 89 - 91  
[Inwood Wastewater Rate Analysis - Pdf](#)

**8. BY-LAWS**

**9. NEW BUSINESS**

**10. CLOSED SESSION**

**11. RISE AND REPORT**

**12. BY-LAW CONFIRMING PROCEEDINGS**

**13. ADJOURNMENT**



# MINUTES

## Council Meeting

4:00 PM - Thursday, May 28, 2020  
Virtual Meeting

The Council of the Brooke-Alvinston was called to order on Thursday, May 28, 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, and Administrative Assistant Darlene Paolucci

**Regrets:**

### 1 CALL TO ORDER

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

### 2 DISCLOSURE OF PECUNIARY INTEREST

a) Mayor Ferguson requested that any pecuniary interests be declared at the appropriate time.

### 3 MINUTES

a) Regular Meeting Minutes of May 14, 2020

#### RESOLUTION-2020-149

Councillor Jamie Armstrong made a motion that the May 14, 2020 minutes be approved as presented. Councillor Wayne Deans 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) Received Information for Council

#### RESOLUTION-2020-150

Deputy Mayor Frank Nemcek made a motion that the information correspondence items be received and filed. Councillor Wayne Deans seconded the motion.

**Carried**

b) Mount Carmel Cemetery - Request for Donation

#### RESOLUTION-2020-151

Councillor Wayne Deans made a motion that the Municipality of Brooke-Alvinston donate \$150.00 to the Mount Carmel Cemetery. Councillor Jeannette Douglas seconded the motion.

**Carried**

- c) Town of Grimsby - Support for Commercial Rent Assistance Program

**RESOLUTION-2020-152**

Councillor Wayne Deans made a motion that the request for support from the Town of Grimsby be received and filed. Councillor Jamie Armstrong seconded the motion.

**Carried**

- d) Township of North Frontenac - Support for Reopening Residential Construction in Rural Areas

**RESOLUTION-2020-153**

Councillor Jamie Armstrong made a motion that the request for support from the Township of North Frontenac be received and filed. Councillor Jeannette Douglas seconded the motion.

**Carried**

- e) City of Kitchener - Support for Universal Basic Income

**RESOLUTION-2020-154**

Deputy Mayor Frank Nemcek made a motion that the request for support from the City of Kitchener be received and filed. Councillor Wayne Deans seconded the motion.

**Carried**

## **7 STAFF REPORTS**

- a) Clerk Administrator's Report: Canada Day 2020

The Clerk-Administrator provided an update on the status of the funding provided by the Celebrate Canada Program.

**RESOLUTION-2020-155**

Deputy Mayor Frank Nemcek made a motion that Council receive and file this report and have the Clerk Administrator update as information is received. Councillor Jamie Armstrong seconded the motion.

**Carried**

- b) Clerk-Administrator's Report: Alley - Plan 6 Lot 3 Lot 4-Lovell survey

The Clerk-Administrator outlined the process for the proposed sale of the alley.

**RESOLUTION-2020-156**

Deputy Mayor Frank Nemcek made a motion that Council direct the Clerk Administrator to discuss the potential closure of the alley and sale to adjacent property owners. Councillor Jeannette Douglas seconded the motion.

**Carried**

- c) Treasurer's Report: Setting Tax Levy Rates

**RESOLUTION-2020-157**

Councillor Wayne Deans made a motion that Council pass By-Law 20 of 2020 to provide for the adoption of the 2020 tax rates for the Municipality of Brooke-Alvinston. Councillor Jeannette Douglas seconded the motion.

**Carried**

- d) Public Works Manager's Report: Budgeted 2020 Grader

**RESOLUTION-2020-158**

Deputy Mayor Frank Nemcek made a motion that the report on the 2020 grader be received and filed. Councillor Jeannette Douglas seconded the motion.

**Carried**

- e) Public Works Manager's Report: 2020 Summer Student

The Public Works Manager outlined the duties and the hours allotted for the summer student.

The Clerk-Administrator disclosed that the summer student employee is her extended relative and that she was not involved in the interview process.

**RESOLUTION-2020-159**

Councillor Wayne Deans made a motion that Council receive and file this report. Councillor Jeannette Douglas seconded the motion.

**Carried****8 BY-LAWS**

- a) Tax Rate By-law (Proposed By-law 20 of 2020)

**RESOLUTION-2020-160**

Councillor Jeannette Douglas made a motion be it resolved that By-law 20 of 2020 be taken as read a first and second time and finally passed this 28th day of May, 2020. Councillor Jamie Armstrong seconded the motion.

**Carried****9 NEW BUSINESS**

- a) The Clerk-Administrator reminded Council members that the Resident Appreciation contest is still ongoing.
- b) Mayor Ferguson requested a report from staff regarding a spill for the June 11 Council meeting.
- c) Councillor Armstrong inquired about the work occurring at 3239 River Street. The Clerk-Administrator responded that staff from Building Services at the County of Lambton are keeping in contact with the owner.
- d) Councillor Nemcek commented on the outside improvements on the medical building.
- e) Councillor Deans inquired about the status of the situation regarding the dog bite on River Street.  
The Clerk-Administrator reported that staff are working with the owner.

**10 CLOSED SESSION**

There was no closed session.

**11 RISE AND REPORT****12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Proposed By-law 21 of 2020.

**RESOLUTION-2020-161**

Councillor Wayne Deans made a motion that By-law 21 of 2020 be read a first, second and third time and finally passed this 28th day of May 2020. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**13 ADJOURNMENT**  
the meeting adjourned at 4:39 p.m.

---

Clerk-Administrator

---

Mayor

**MUNICIPALITY OF BROOKE-ALVINSTON  
COMMITTEE OF ADJUSTMENT - APPLICATION A-003/20**

**DECISION OF COMMITTEE WITH REASONS**

*The Planning Act, R.S.O. 1990, Section 45*

---

Re: Application for Chris & Lindsay McLean, in respect of  
Concession 12, West ½ Lot 21  
Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of the Committee of Adjustment for the Municipality of Brooke-Alvinston made on May 26, 2020 (virtually).

**DECISION:**

GRANTED – Relief to allow a dwelling to be placed 375m from the barn located at 8282 LaSalle Line.

**RELIEF GRANTED WITH CONDITIONS:**

- a) That the minor variance recognizes the distance of 375 metres between the barn located at 8282 LaSalle Line and the proposed new home.

**REASONS:**

In the opinion of the Committee:

1. The Variance is minor in nature;
2. The intent of the Official Plan is maintained;
3. The intent of the Zoning By-law is maintained; and
4. The Variance is desirable for the appropriate development or use of the land, building or structure.

Christa Sawyer Frank Nemcek Wayne Deans Nancy Faflak Doug Smith

\*\*\* CERTIFICATION \*\*\*

I, Janet Denkers, Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 26th day of May, 2020.

---

Janet Denkers, Secretary-Treasurer  
Brooke-Alvinston Committee of Adjustment

**MUNICIPALITY OF BROOKE-ALVINSTON  
COMMITTEE OF ADJUSTMENT - APPLICATION A-004/20**

**DECISION OF COMMITTEE WITH REASONS**

*The Planning Act, R.S.O. 1990, Section 45*

---

Re: Application for Katelyn Buurma, in respect of  
7299 Churchill Line  
Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of the Committee of Adjustment for the Municipality of Brooke-Alvinston made on May 26, 2020 (virtually).

**DECISION:**

GRANTED – Relief to allow a frontage on the subject property of 185 feet and a lot area of 66.5 acres. Obtaining the minor variance was a condition of Consent application B05-19.

**RELIEF GRANTED WITH CONDITIONS:**

**REASONS:**

In the opinion of the Committee:

1. The Variance is minor in nature;
2. The intent of the Official Plan is maintained;
3. The intent of the Zoning By-law is maintained; and
4. The Variance is desirable for the appropriate development or use of the land, building or structure.

Christa Sawyer Frank Nemcek Wayne Deans Nancy Faflak Doug Smith

\*\*\* CERTIFICATION \*\*\*

I, Janet Denkers, Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 26th day of May, 2020.

\_\_\_\_\_  
Janet Denkers, Secretary-Treasurer  
Brooke-Alvinston Committee of Adjustment



**MUNICIPALITY OF BROOKE-ALVINSTON  
COMMITTEE OF ADJUSTMENT - APPLICATION A-005/20**

**DECISION OF COMMITTEE WITH REASONS**

*The Planning Act, R.S.O. 1990, Section 45*

---

Re: Application for Carolynne & Amanda Griffith, in respect of  
Part Lot 17, Concession 10; 4091 Nauvoo Road  
Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of the Committee of Adjustment for the Municipality of Brooke-Alvinston made on May 26, 2020 (virtually).

**DECISION:**

GRANTED – Relief to recognize a residential lot increase from 2.47 acres to 3.0 acres and an agricultural land decrease from 48.4 acres to 47 acres.

**RELIEF GRANTED WITH CONDITIONS:**

**REASONS:**

In the opinion of the Committee:

1. The Variance is minor in nature;
2. The intent of the Official Plan is maintained;
3. The intent of the Zoning By-law is maintained; and
4. The Variance is desirable for the appropriate development or use of the land, building or structure.

Christa Sawyer Frank Nemcek Wayne Deans Nancy Faflak Doug Smith

\*\*\* CERTIFICATION \*\*\*

I, Janet Denkers, Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 26th day of May, 2020.

\_\_\_\_\_  
Janet Denkers, Secretary-Treasurer  
Brooke-Alvinston Committee of Adjustment



## BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT

**PROVISIONAL CONSENT**  
(Ont. Regulation 197/96)

\*\*\*DECISION\*\*\*

FILE NO. B-002 / 20

In the case of an application for consent from Everett Thorne made under Section 53 of the Planning Act, as it affects the property legally described as Conc. 13 Part lot 7, in the Municipality of Brooke-Alvinston, in the County of Lambton as described in the application and shown on a sketch and municipally known as 4636 Sutorville Road.

**DECISION:** GRANTED WITH CONDITIONS

**CONDITIONS:**

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in digital format, if available, and property geo referenced to the NAD83 UTM Zone 17 Coordinate System and also in a form suitable for registration;
2. That a fee of \$300.00 be paid to the Municipality of Brooke-Alvinston by cash or cheque;
3. That all conditions be fulfilled within one year of the notice of decision of this consent. That the certification of consent required by Section 53(42) of The Planning Act, be obtained within one year of the notice of decision of this consent. *The Municipality will endeavour to send the applicant a reminder that the Provisional Consent is approaching its lapsing date. However, **each applicant is responsible for ensuring that the Provisional Consent does not lapse.** If the Provisional Consent does lapse (meaning the deeds have not been stamped within one year of the notice of decision of the consent), a new application will be required. There is no provision in The Planning Act for extensions to the Provisional Consents;*
4. That the applicant(s) enter into an agreement with the municipality for the apportionment of drainage assessments on the involved properties;
5. That the retained agricultural lots must be rezoned from A1 to A-NFD to prohibit the construction of a dwelling on the lot in the future
6. A minor variance is to be obtained to recognize that the agricultural lots reduced area
7. That the septic system weeping/leaching bed be partially uncovered to confirm the component location, size and condition. That a revised detailed drawing be submitted and completed to the satisfaction of the Building Services Department.
8. That a site inspection be conducted to confirm location of the septic system (in its entirety) and to ensure that sewage/effluent is not being emitted or discharged onto the surface and that it is wholly contained within the newly created parcel. In the event the septic system is not compliant, a new Part 8 system will be required to be installed.
9. That the septic system location be included on the survey (plotted on a copy by owner) and a copy provided to the Building Department for the property files.



**Long-Term Care Division**  
 Lambton Meadowview Villa  
 3958 Petrolia Line, RR 4  
 Petrolia, ON N0N 1R0

Telephone: 519-882-1470  
 Fax: 519-882-1633  
[www.lambtoncares.ca](http://www.lambtoncares.ca)

## **NEWS RELEASE**

For Immediate Release

### **Staff Member Tests Positive for COVID-19 Virus at Lambton Meadowview Villa Monday, May 25, 2020**

**Petrolia, ON** - The administration team of Lambton Meadowview Villa learned today that a staff member has tested positive for the COVID-19 virus.

People living in the long-term care home and their families were notified of the positive case today, and informed that as a result, Lambton Public Health has declared a COVID-19 outbreak at the Home.

The employee last worked at the home on May 19, 2020 and has not come into contact with any staff or people living at the home since becoming symptomatic. Lambton Public Health will trace the employee's close contacts and contact those individuals to provide guidance.

"We continue to work closely with Lambton Public Health and are following their guidance as well as the policies and protocols put in place by the Ministry of Health and Long-Term Care," said Jane Joris, General Manager, Long-Term Care Division. "Our priority is ensuring the continued health and wellbeing of our residents, their families and our staff."

Lambton Meadowview Villa has been restricting its visitors since March 13 and in accordance with Ministry guidelines, has been actively screening all staff entering the Home since March 9. Lambton Meadowview Villa is home to 125 people, and employs almost 200 staff members in a range of occupations from nursing, to food service, to recreation and environmental services.

**-30-**

**Please contact:**

**Jane Joris**  
 General Manager, Long-Term Care Division  
 County of Lambton  
 519-845-0809 ext. 5214  
[jane.joris@county-lambton.on.ca](mailto:jane.joris@county-lambton.on.ca)

**MEDIA RELEASE**

For Immediate Release

**Shop Lambton map being launched to promote Sarnia-Lambton area businesses**

May 25, 2020

Shop Lambton is a free resource launched this week to support businesses in the Sarnia-Lambton area by helping consumers find goods and services locally.

A joint initiative between the Covid-19 Business and Economic Taskforce and County of Lambton, Shop Lambton features an interactive database of local stores and restaurants, their contact information, hours of operation, and how they are providing their goods or services amidst this rapidly changing economic landscape.

"The pressures our local businesses are dealing with as a result of COVID-19 are different than anything we've experienced before," says Lambton County Warden Bill Weber. "By shopping local and supporting Lambton County businesses you can help our economy recover from the financial hardships we are currently faced with and keep our local businesses operating well beyond the course of this pandemic."

Local establishments are encouraged to click [HERE](#) and fill out the registration form. Information collected will be used to populate the Shop Lambton Map and provide consumers with a current guide to finding the goods and services they need as close to their home as possible.

"The taskforce identified Shop Lambton as an important means to support Sarnia-Lambton area businesses by connecting them with their consumers. With the goal of supporting Sarnia-Lambton employers and keeping jobs in our communities, this online directory will be free to everyone so it can be as comprehensive and accessible as possible," said Stephen Thompson, CEO of the Sarnia-Lambton Economic Partnership. "By participating in this initiative, businesses and consumers are contributing to the local economy," Thompson added.

The Shop Lambton Map can be accessed by visiting [shoplambton.com](http://shoplambton.com) and will be updated twice weekly beginning **May 25 2020**.

Other initiatives launched by members of the Sarnia-Lambton COVID-19 Business and Economic Taskforce to aid the local business community include:

- Sarnia-Lambton Economic Partnership E-Commerce Support Program: [CLICK HERE](#)
- Sarnia-Lambton Chamber of Commerce Members Gift Card Program: [CLICK HERE](#)
- Sarnia-Lambton Business Development Corporation Emergency Support Loan: [CLICK HERE](#)
- Grand Bend & Area Chamber of Commerce supported Food/Beverage Program: [CLICK HERE](#)

The Sarnia-Lambton Economic Partnership and all members of the Taskforce are here to help businesses navigate available programs, and to support them as they put together a game plan to move forward. Any business or entrepreneur with questions is encouraged to reach out to the Sarnia-Lambton Economic Partnership team through our website or by calling our office at 519-332-1820.

For more information on the Taskforce, please visit [HERE](#).

**Information on COVID-19 Resources for Businesses can be found by clicking [HERE](#).**

**COVID-19 Resources for Businesses F.A.Q. can be found by clicking [HERE](#).**

**Sign up for daily email updates as COVID-19 related business programs are launched by clicking [HERE](#).**

-30-

**For Media Inquiries:**

**Stephen Thompson**

CEO

Sarnia-Lambton Economic Partnership

519-332-1820

[stephen@sarnialambton.on.ca](mailto:stephen@sarnialambton.on.ca)



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

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

## **NEWS RELEASE**

For Immediate Release

### **Oil Museum Plans New Exhibit with Support of Alix Foundation**

Wednesday, May 27, 2020

**Wyoming, ON** - The Oil Museum of Canada National Historic Site is undertaking a major renovation to improve the visitor experience, thanks in part to the generosity of The Judith & Norman Alix Foundation.

Plans include the development of new museum exhibits and interactive learning experiences, improved visitor amenities, interpretation and signage. The Alix Foundation has committed \$81,100 toward the project, which will provide the important heritage destination with enhanced learning opportunities for Lambton County school groups and residents.

This work will be complimented by a significant capital investment in facility renewal by the County, which will see accessibility upgrades, the replacement of heating, ventilation and air conditioning equipment, and energy efficiency improvements including lighting replacement and new windows and doors for the 60 year old facility. In early 2020, the County engaged A+Link Architecture Inc. through a public tender process to lead the planning and design for the new exhibition space and facility renewal work.

"The County is grateful for the support of The Judith & Norman Alix Foundation with the redevelopment of this important National Historic Site", says Lambton County Warden Bill Weber. "This funding builds on the Alix family's strong legacy of support for cultural institutions in the community, and will allow us to reimagine how we share the story of Lambton's proud oil heritage."

The enhancements to museum exhibitions and interactive educational experiences at the site will facilitate innovative educational programming related to Science, Technology, Engineering and Math (STEM). The intent of this programming is to involve youth audiences through partnerships with area school boards. In this way, the museum will expose students in Lambton to the importance of STEM as part of Lambton's history of oil innovation, and emphasize the importance of STEM to the economy of tomorrow.

The Oil Museum of Canada is a designated National Historic Site, situated on the world's first commercial oil field. Located in Ontario's first designated Industrial Heritage District, and designated under the Ontario Heritage Act, the museum preserves and interprets the important history of Lambton's contributions to the worldwide oil industry.

*...More*

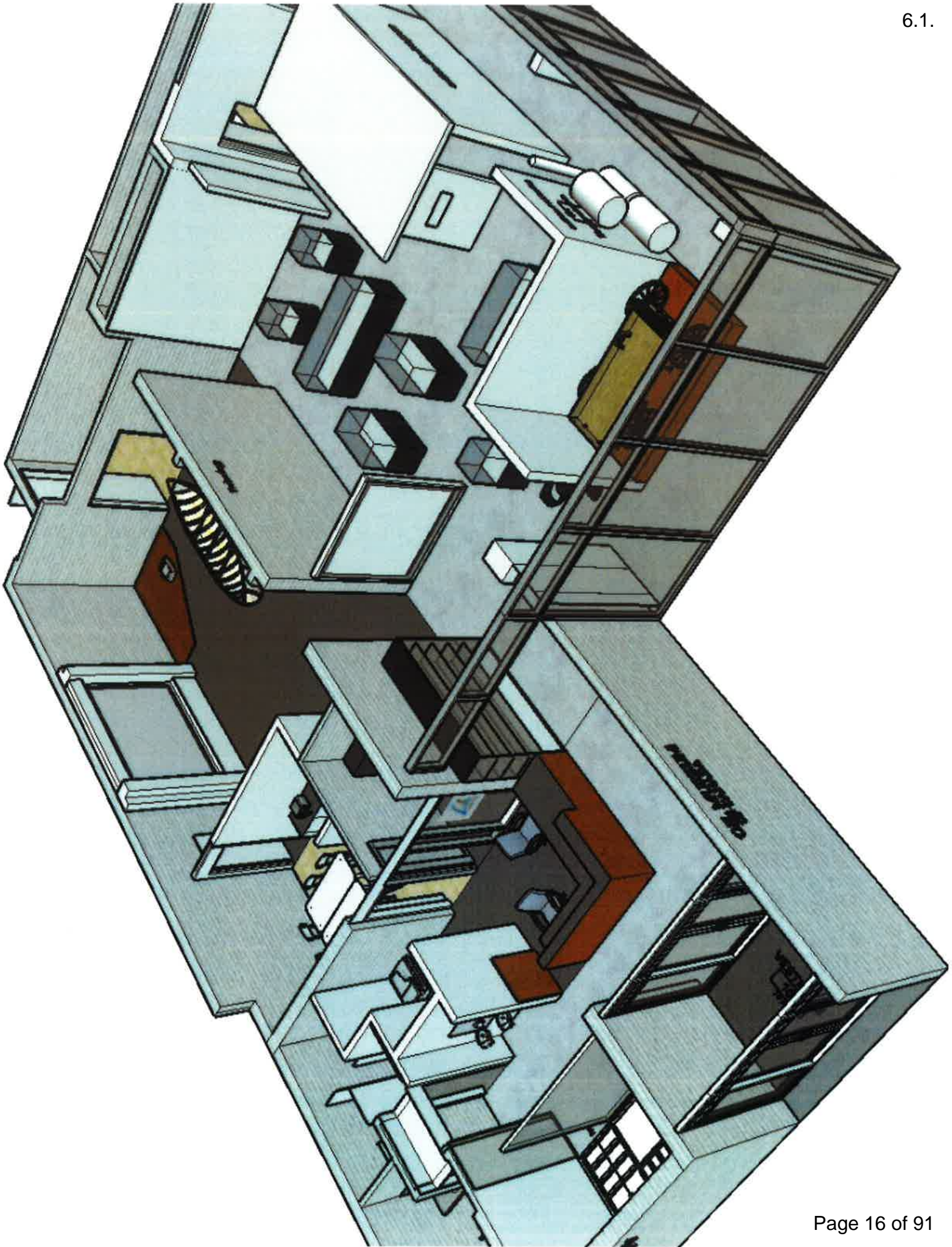
The ten-acre site features four historic buildings with reconstructed spring-pole and three-pole derricks dominating the property. A series of jerker lines, pumping stations, storage tanks and oil wagons combine with the material in the museum collection to bring the fascinating story of the oil industry to life. The main exhibition centre, constructed in 1960, houses over 9,000 artifacts that interpret the international influence of Lambton's proud oil heritage.

While the facility remains closed to the public under the current provincial emergency orders, planning continues in preparation for the renovation work, which is expected to commence in the fall of 2020.

-30-

**Please contact:**

**Andrew Meyer**  
General Manager, Cultural Services  
County of Lambton  
519-845-0809 ext. 5236  
[andrew.meyer@county-lambton.on.ca](mailto:andrew.meyer@county-lambton.on.ca)







**Public Works Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

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

## **NEWS RELEASE**

For Immediate Release

### **Lakeshore Road to be Reconstructed**

Thursday, May 28, 2020

**Wyoming, ON** - Lakeshore Road (County Road #7) between Modeland Road and Blackwell Sideroad in the City of Sarnia is scheduled for full closure beginning June 8, 2020. The work is expected to last approximately sixteen weeks, weather permitting.

Detours will be in place using Modeland Road, Blackwell Road and Telfer Road to access Lakeshore Road east and west.

The project, awarded to Birnam Excavating Limited, also includes a new watermain for the City of Sarnia along Lakeshore Road.

No through traffic will be permitted for the duration of the project. Local residents will be able to access their properties, but at times access will be restricted or completely closed while work is progressing adjacent their property.

Temporary traffic lights have been positioned to alleviate some traffic congestion during the closure. Motorists are advised to follow all traffic control signage and to drive in a manner that respects the health and safety of road crews.

Please visit [Municipal511.ca](http://Municipal511.ca) for additional road closure information.

**-30-**

**Please contact:**

**Glen Hamill**

Construction Supervisor  
County of Lambton  
519-845-0809 ext. 5250  
[glen.hamill@county-lambton.on.ca](mailto:glen.hamill@county-lambton.on.ca)



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

Telephone: 519-845-3324  
 Toll-free: 1-866-324-6912  
 Fax: 519-845-0700  
[www.lclibrary.ca](http://www.lclibrary.ca)

## **NEWS RELEASE**

For Immediate Release

### **Lambton County Library Curbside Pickup Services Begins June 8**

Monday, June 1, 2020

**Wyoming, ON** - Lambton County Library has finalized its plans to offer a contactless curbside pickup service at 13 of its locations and will begin offering the service on Monday, June 8, 2020. Libraries in Alvinston, Bright's Grove, Corunna, Florence, Forest, Mallroad, Oil Springs, Petrolia, Point Edward, Sombra, Thedford, Watford and Wyoming have established temporary hours of operation to provide the new contactless service to the community.

"We are pleased we can gradually reintroduce library service to our community, in accordance with the Province's requirements," said Lambton County Warden Bill Weber. "Our library service provides information, entertainment and recreation for many people in Lambton and it is an important community service that has been missed since Lambton County Library's closure began in March."

The contactless pickup service is permitted under Stage 1 of the Province of Ontario's *Framework for Reopening Our Province* in response to COVID-19. The new service model incorporates guidelines established by the Province of Ontario and public health officials to minimize risk to employees and patrons of the service.

"Employees returning to work will receive training to understand how COVID-19 is spread and how they can protect themselves and others by practicing good and regular hand hygiene, cough and sneeze etiquette, knowing the symptoms of COVID-19, self-monitoring for symptoms, using provided personal protective equipment effectively and respecting physical and social distancing requirements while at work," said Andrew Meyer, General Manager, Cultural Services. "We will also be quarantining returned library materials for a 72-hour period, disinfecting them, and are providing enhanced cleaning and disinfecting within the libraries offering the service."

Libraries remain closed to the public under provincial order. To access this service, library card holders must reserve materials in advance using one of the following methods:

1. Online using the library's catalogue at [lclibrary.ca](http://lclibrary.ca);
2. By calling a library offering curbside pickup if they have a particular title they would like to reserve; or
3. By calling the Lambton County Library Readers' Advisory Service at 519-337-3291 ext. 5909 or 1-866-324-6912 ext. 5909 from Monday to Friday, 9:00 a.m.-7:00 p.m. and Saturday 9:00 a.m. - 5:00 p.m., to have library employees choose material based on the library cardholder's preferences.

Card holders will select one of 13 designated library locations for pickup and will receive a phone call when the material is ready. When picking up materials, patrons will be instructed to park in spaces that are designated with signage for curbside pickup.

All material can be returned to a drop box at any Lambton County Library location. Returned materials will be quarantined for 72 hours after drop boxes are emptied and before they are marked as returned. Please be advised returned materials may still appear on your account for up to ten days and late fees will not accrue.

Hours of operation at the 13 Lambton County Library locations offering curbside pickup are as follows:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>LOCATIONS &amp; PUBLIC HOURS OF OPERATION FOR CURBSIDE PICKUP ONLY</b>							
ALVINSTON	3PM-6PM		3PM-6PM			11AM-2PM	
BRIGHT'S GROVE	12PM-6PM	12PM-6PM	12PM-6PM	12PM-6PM	11AM-2PM	11AM-2PM	
CORUNNA	11AM-2PM	3PM-6PM	11AM-2PM	3PM-6PM	11AM-2PM	11AM-2PM	
FLORENCE		2PM-6PM			11AM-2PM		
FOREST	12PM-6PM	12PM-6PM	12PM-6PM	12PM-6PM	10AM-4PM	10AM-4PM	
MALLROAD	12PM-6PM	12PM-6PM	12PM-6PM	12PM-6PM	10AM-4PM	10AM-4PM	
OIL SPRINGS	11AM-2PM			3PM-6PM			
PETROLIA	12PM-6PM	12PM-6PM	12PM-6PM	12PM-6PM	12PM-6PM	10AM-4PM	
POINT EDWARD		3PM-6PM		3PM-6PM		11AM-2PM	
SOMBRA		3PM-6PM				11AM-2PM	
THEDFORD		3PM-6PM				11AM-2PM	
WATFORD	3PM-6PM	11AM-2PM		3PM-6PM		11AM-2PM	
WYOMING	1PM-7PM	1PM-7PM	1PM-7PM		10AM-4PM	10AM-4PM	

For more information about Lambton County Library's curbside pickup service, visit [lclibrary.ca](http://lclibrary.ca).

-30-

**Please contact:**

**Andrew Meyer**  
 General Manager, Cultural Services  
 County of Lambton  
 519-845-0809 ext. 5236  
[andrew.meyer@county-lambton.on.ca](mailto:andrew.meyer@county-lambton.on.ca)



**Office of the Chief Administrative Officer**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

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

## **NEWS RELEASE**

For Immediate Release

### **Council Highlights**

Wednesday, June 3, 2020

**Wyoming, ON** – Lambton County Council held their regular meeting via videoconference on Wednesday, June 3. At this meeting, Lambton County Council:

- Received an update from staff regarding the ongoing negotiations for the long-term lease (and option to purchase) for its facilities located at Bayside Centre.
- Heard an update from Lambton County Medical Officer of Health, Dr. Sudit Ranade, regarding the current COVID-19 situation in Lambton County.
- Received an information report from staff regarding the implementation of contactless curbside pickup services at select Lambton County Library locations, beginning Monday, June 8, 2020.
- Received an information report from staff regarding preliminary estimates of impacts from the COVID-19 pandemic on the 2020 budget.
- Requested that staff incorporate a roundabout at County Road 4 (Petrolia Line) and County Road 31 (Kimball Road) for consideration in the 2021 budget year.

Council will next meet in Open Session at 9:30 a.m. on Wednesday, July 8, 2020.

**-30-**

**Please contact:**

**Lisa Brown**

Communications & Marketing Coordinator

County of Lambton

519-845-0809 ext. 5214

[lisa.brown@county-lambton.on.ca](mailto:lisa.brown@county-lambton.on.ca)



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

Telephone: 519-845-3324  
 Toll-free: 1-866-324-6912  
 Fax: 519-845-0700  
[www.lclibrary.ca](http://www.lclibrary.ca)

June 4, 2020

Municipality of Brooke-Alvinston  
 3236 River Street, Box 28  
 Alvinston, ON N0N 1A0

Dear Mrs. Denkers:

Following a community needs analysis with public participation representative of Lambton County's population, through random telephone surveys and focus groups, Lambton County Library is revising a number of its operational policies to better position itself to meet its strategic objectives, and to respond to public feedback obtained through the analysis.

As part of the policy review, Lambton County Library has revised its Branch Hours of Opening Policy. Lambton County Council approved the policy at its May 6, 2020 meeting. A copy of the policy is attached for your reference.

Additionally, Lambton County Council approved changes to the hours of operation at several libraries at this same meeting, and these changes will take effect September 5, 2020. Lambton County Library will also propose in its 2021 budget, that library hours be aligned with guidelines developed by the Administrators of Rural and Urban Libraries of Ontario (ARUPLO) which propose that no library shall be open for less than 20 hours per week. A copy of the committee report, which was approved at Council's May 6, 2020 meeting, is also attached for your reference.

Effective September 5, 2020, the following changes will take place to hours of operation at Lambton County Library locations in the Municipality of Brooke-Alvinston:

- Alvinston Library (no change in total number of weekly hours)
  - Mondays / Thursdays: 10am - 3pm
  - Tuesdays / Fridays: 3pm - 8pm
  - Saturdays: 10am - 1pm
- Inwood Library (no change in total number of weekly hours)
  - Tuesdays: 4pm - 8pm
  - Thursdays / Saturdays: 10am - 2pm

[www.lambtononline.ca](http://www.lambtononline.ca)



As part of the 2021 budget deliberations, Lambton County Library will request Council consider the following changes to library hours in the Municipality of Brooke-Alvinston:

- Alvinston Library (an additional total of two hours per week)
  - Mondays / Thursdays / Saturdays: 10am - 3pm
  - Tuesdays / Fridays: 3pm - 8pm
- Inwood Library (an additional total of eight hours per week)
  - Mondays / Tuesdays: 3pm - 8pm
  - Thursdays / Saturdays: 10am - 3pm


As September 5, 2020 draws near, Lambton County Library will undertake an advertising campaign to ensure that the local community is aware of the new hours of operation. It must be noted however, that the change in hours will depend on the current state of the COVID-19 pandemic, which currently has resulted in provincial restrictions impacting the operation of public libraries. Under the Province's Stage 1 of its re-opening framework, public libraries are only permitted to offer curbside pickup service. If operational restrictions remain in place as a result of COVID-19, the implementation of the new hours of operation may be delayed.

Thank you for your time and please let me know if you have any questions.

Sincerely,



Darlene Coke  
Manager, Library Services

	<b>THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL</b>			
	<b>Subject:</b>	<b>Branch Hours of Operation Policy</b>	<b>Section R05</b>	<b>Index #01</b>
	<b>Effective Date:</b>	September 5, 2020	Approved By: Lambton County Council	
	<b>Revision Date:</b>	January 2, 2020		
	<b>Drafted on:</b>	January 2, 2020		

## PURPOSE

The purpose of this policy is to establish how Lambton County Library (the Library) will determine its hours of operation for both library services and its facilities.

## POLICY

Lambton County Library will follow, wherever possible and within available resources, the established guidelines set forth by the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) when establishing hours of operation.

When determining hours of operation, Lambton County Library will also examine data gathered from its Integrated Library System (ILS) and Statistics Canada, program participation statistics and feedback gathered from community needs analyses.

Library hours of operation will respond to the needs of the community. As a result, libraries may be open at any time throughout the week, including evenings and weekends.

Lambton County Library will review its hours of operation once per term of Council and will present any changes for consideration to Lambton County Council.

## RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services. This authority may be delegated to staff members in the Libraries Department.

## REGULATIONS

### 1.1. General Principles

- 1.1.1. Lambton County Library will undertake a community needs analysis every four years to gather community feedback concerning hours of operation.
- 1.1.2. A minimum of three months' notice will be provided to Library patrons and staff when library hours will be adjusted.
- 1.1.3. Lambton County Library will communicate the change in hours of operation to the lower-tier municipalities by direct correspondence.
- 1.1.4. Lambton County Library will communicate the change in hours of operation to the public through the local media and electronic communication tools.
- 1.1.5. Lambton County Library will determine the hours of opening using criteria established by ARUPLO.
- 1.1.6. In the event of provincial direction, municipal restructuring, or other unanticipated developments, Lambton County Library reserves the right to make changes to hours of operation in response to those developments.

### 1.2. Library Categorization and Criteria

- 1.2.1. Each Library will be categorized using the Guidelines set forth by ARUPLO and also informed by data including: annual circulation, hours of operation, checkout transactions, population served, number of active library cardholders, and program delivery hours.
- 1.2.2. Each Library's categorization will determine the number of weekly hours it will be open to serve the public.
- 1.2.3. The Library hours of operation will be determined by the following factors:
  - 1.2.3.1. Circulation statistics;
  - 1.2.3.2. Program attendance;
  - 1.2.3.3. Public computer use;
  - 1.2.3.4. Wi-fi users and visits;
  - 1.2.3.5. Integrated Library System (ILS) transactions;
  - 1.2.3.6. Time of day data for ILS transactions;
  - 1.2.3.7. Number of libraries in the lower-tier municipality;
  - 1.2.3.8. Distance to the next closest Lambton County Library location;
  - 1.2.3.9. Population data from Statistics Canada;
  - 1.2.3.10. Results from the most recent community needs analysis;
  - 1.2.3.11. Number of active library card holders;
  - 1.2.3.12. Hours of operation at neighbouring libraries within each lower-tier municipality.

## ASSOCIATED DOCUMENTS


Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural/Urban Public Library Systems  
 Lambton County Library Branch Closure Policy  
 Lambton County Library Data Collection Policy



Lambton County Library Planning Policy  
 Ontario Public Libraries Act  
 Ontario Public Library Guidelines  
 Reorganization 2017 Summary

**POLICY HISTORY**

REVISION	DATE	PREPARED BY
Revised	January 1, 2020	Manager, Library Services
Revised	July 1, 2001	Chief Librarian
Created	July 20, 1994	Chief Librarian

	
<b>CULTURAL SERVICES DIVISION</b>	
<b>REPORT TO:</b>	<b>CHAIR AND COMMITTEE MEMBERS</b>
<b>DEPARTMENT:</b>	<b>LIBRARY HEADQUARTERS</b>
<b>PREPARED BY:</b>	<b>Darlene Coke, Manager, Library Services</b>
<b>REVIEWED BY:</b>	<b>Andrew Meyer, General Manager Stéphane Thiffault, Deputy Chief Administrative Officer</b>
<b>MEETING DATE:</b>	<b>February 19, 2020</b>
<b>SUBJECT:</b>	<b>Hours of Operation - Lambton County Library</b>

### BACKGROUND

Lambton County Library currently establishes its hours of operation by applying a policy adopted in 2000 that reads as follows:

*The hours of opening of each library branch will be determined by allowing one hour of opening for every 1,000 library uses. Library uses include circulation, reference inquiries, Internet use, and programme attendance. These will be tabulated annually with adjustments being made on July 1 of each year. The minimum number of branch hours will be twelve and the maximum of 65. Adjustments will be made only if there are more than two hours that are affected.*

On April 18, 2018, Committee A.M. considered a staff report that presented changes to library hours based on the existing policy. The report noted that a new policy was desirable, given that the delivery of library service now includes so much more than simply the provision of books to cardholders, and that community consultation was also necessary. The motion stemming from that meeting is as follows:

**#6: Weber/Cook:**

- a) *That Lambton County Council direct staff to provide a revised Branch Hours of Opening Policy for Council's consideration that incorporates new metrics such as wi-fi usage, community demographic data and passive library use, and is informed by community consultation with local municipalities.*
- b) *That this policy be prepared by the close of 2018 so that any budgetary implications can be taken into account during the 2019 budget deliberations.*

*Carried.*

On February 20, 2019, Committee AM considered a staff report that examined hours of operation at all cultural facilities, including libraries, museums and archives, and the art

gallery. The report noted that rather than establish hours of operation with only data available to the library, it would be more desirable to engage the services of an external polling firm to examine awareness, usage and satisfaction amongst residents (including both users and non-users of cultural services) through a survey. The motion stemming from that meeting is as follows:

*#6: White / Broad: That Lambton County Council authorize staff to undertake a Community Needs Assessment and Analysis to support informed decision-making regarding service hours of operation across the Division.*

*Carried.*

On November 20, 2019, Committee AM received the Community Needs Assessment Report, followed by a presentation from the Principal of Probe Research. The Community Needs Analysis revealed many insights including but not limited to:

*While satisfaction with operating hours tends to be marginally lower than for other attributes, it is also clear from the data (and from focus group feedback) that the issue is not that operating hours are inconvenient, but rather that residents are less likely to be aware of what these hours are. Therefore, the County should take additional steps to make residents more aware of the hours at specific branches, including making signage more prominent at branches. (Overview, page 6)*

*In a related vein, the discussion regarding overlapping hours revealed there is perhaps less resistance to the idea of changing library hours at nearby branches than it seemed at first. Here again, the key factor is to do an effective job of communicating what these changes in hours are so that residents are well-informed and can plan their branch visits accordingly. Other measures to minimize the impact on those who may have difficulty getting to a library branch further from their community (such as delivering materials to homebound residents) should also be considered. (Overview, page 6)*

*A plurality indicate weekends (especially Saturday) is their preferred time of the week to visit a library, while similar numbers prefer to visit during a weekday, or expressing no preference. Afternoons are the most popular time of day for visitation. (Final Telephone Survey Results, page 15)*

At the November 20, 2019 Committee AM meeting, the following motion was carried:

*#16: Weber/Broad:*

- a) That Lambton County Council accept the Community Needs Assessment Research Overview and its associated recommendations.*
- b) That Lambton County Council authorize staff to utilize the data collected through the Community Needs Assessment process to inform future decision-making related to its operational policies and procedures.*

- c) *That Lambton County Council direct staff to use the information from the Community Needs Assessment to develop a new policy for library hours of operation, and review operational hours at the Judith and Norman Alix Art Gallery and museum properties for potential adjustments prior to the 2020 budget deliberations.*
- d) *That Lambton County Council direct staff to develop a new strategic and operational plan for the Cultural Services Division, drawing from insights in the Community Needs Assessment.*

*Carried.*

## **DISCUSSION**

In the last several decades, library use has changed drastically from buildings that only housed books, to buildings that provide computer access and Internet access, do-it-yourself technology like Makerspaces and expanded children's programming. As rural landscapes continue to change across the province, libraries are also now acting as community centres where people meet and socialize. Libraries are continuing to evolve as new demands and technologies emerge and libraries are poised to fill gaps and help address issues such as rural sustainability, bridging the divide between digital haves- and digital have-nots, and promoting innovation and encouraging economic development.

Historically, Lambton County Library has relied only on the physical use of materials to determine each library branch's hours of operation. Given the substantial change in the uses of libraries, it is now imperative to also consider data including: wireless Internet usage, number of active library card holders, number of Integrated Library System (ILS) transactions and the number of libraries within a lower-tier municipality.

However, despite the data alone, the association known as Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO), of which Lambton County Library is a member, has developed a number of best practices which have been formalized into a set of Guidelines. The Guidelines serve as a developmental tool for rural, urban and county library systems and outline the effective level of service for a community. The Guidelines were developed using the collective expertise of library CEOs across the province and through the use of comparative data and research from other jurisdictions. The Guidelines also take into account trends and changes in rural and urban Ontario.

ARUPLO Guidelines categorize libraries into four types: Small, Medium, Large and Urban. As part of the Cultural Services Division's re-organization process in 2018, library locations in Lambton were categorized using similar metrics into four types known as A, B, C and D. In addition to outlining the best practices for staffing, collection sizes, public seating, and number of computers, the ARUPLO Guidelines also outline hours of operation required for appropriate service levels, suggesting that libraries should be open the following number of hours per week:

- Small Libraries (In Lambton, "D" Category Libraries): 20 to 25 hours per week
- Medium Libraries (In Lambton, "C" Category Libraries): 25 to 45 hours per week

- Large Libraries (In Lambton, "B" Category Libraries): 45 to 65 hours per week
- Urban Libraries (In Lambton, "A" Category Libraries): 65+ hours per week

Current Lambton County Library policy dictates that the minimum weekly hours for any library shall be 12. Following ARUPLO Guidelines would result in a total of 100 enhanced hours of operation at 13 of Lambton's most rural locations at a minimum.

Given the expanding mandate of public libraries in Ontario, it is desirable for libraries to be open for longer periods of time to provide enhanced opportunities for residents to access the Internet, to help combat the effects of social isolation, to act as innovation incubators, and to provide increased access to buildings as community hubs which provide opportunities to expand service delivery to other government services. However, to do so will require increased financial resources, driven primarily by staffing costs and it may be desirable to phase in these changes over the next two-year period.

There is an immediate need to adjust hours of operation at some libraries, based on measurable data, to improve operational efficiencies and to accommodate future growth of the social service outreach initiative, where caseworkers can meet with members of the public in library locations. On the following document titled *Appendix B, Proposal 1* outlines how some library branches' hours could be adjusted to permit these operational efficiencies. These changes would only result in the addition of one operating hour per week; however, there would be no increases to the FTE calculation or increased staffing costs to facilitate that change.

Proposal 2 outlines changes that would be necessary to ensure that the library branches' hours fall more closely in line with standards set forth through the examination and comparison of measurable data, including increases and decreases to hours at each location as appropriate. An examination of five years' worth of data was undertaken to determine the average annual public usage in a variety of categories. In addition to aligning the opening hours to address the findings from the data, the proposal increases the hours of operation at Lambton's smallest libraries to provide the minimum number of weekly hours set forth by ARUPLO. The adjustment of hours would result in an overall investment of an additional 90 hours per week. These additional hours would result in an increased FTE calculation of 3.49 which would reflect approximately six new part-time positions.

To ensure a process is in place to determine library hours of opening in the future, the 2001 Branch Hours of Opening Policy was revised, and the revised policy is attached to this report for consideration. The policy includes additional criteria for consideration, such as population data and wireless Internet statistics, and sets forth the requirement to follow best practices as outlined by ARUPLO Guidelines.

### **FINANCIAL IMPLICATIONS**

There is no financial impact to Proposal 1, outlined in Appendix A and Appendix B attached to this report. For Proposal 2, there would be an estimated annual financial

impact of \$117,000 to increase the Department's FTE calculation by 3.49 FTE creating six additional part-time positions to cover the increased hours of operation.

This increase will be mitigated in part through new, multi-year early literacy funding made available through a partnership with the Social Services Division. The Children's Services Department currently receives funding for early literacy initiatives through the Province of Ontario. For the 2020 year, the Children's Services Department has committed to providing \$40,000 of this provincial funding to the Libraries Department, and will look to provide annual funding moving forward of approximately \$64,000 (assuming no change to this Provincial funding envelope). The increased hours made possible through Proposal 2 will extend the availability of literacy services in Lambton County, and allow the library to enhance its existing programs that satisfy the mandate for early learning literacy funding.

It would be desirable to implement Proposal 2 in May of 2021. In its first partial year of implementation, the enhanced hours of service outlined in Proposal 2 would be fully funded from early literacy funding and an existing operating reserve. The full impact of the increase would be realized in 2022, which would be estimated at \$53,000 (after the early literacy funding is applied). These approximate costs reflect wages and benefit costs for the six additional part-time positions to provide coverage for the expanded hours of service.

### **CONSULTATIONS**

Several staff members were consulted in the creation of this report including the Community Library Supervisor and the Technical Services Supervisor. The ARUPLO Guidelines were consulted, in addition to five years of user data generated by Lambton County Library.

### **STRATEGIC PLAN**

The addition of hours of opening at selected libraries supports the County of Lambton's strategic plan in a number of areas including economic development and community development. Libraries provide educational and entrepreneurial opportunities, enhance the cultural and recreational capacities of Lambton, and help develop vibrant communities. Enhanced hours of operation help to address poverty reduction and homelessness, help to promote social belonging, help Lambton to achieve its goal of becoming a learning community, and help to address the needs of an aging population. Extended hours of operation at Lambton's libraries also support a number of strategic initiatives in the County of Lambton Cultural Plan including enhancing access, visibility and community engagement, creating and delivering great experiences, maximizing the value of our collections and spaces, building cultural capacity and raising our profile, and managing our resources efficiently and effectively.

## CONCLUSION

Several years have passed since Lambton County Library altered its operating hours based on a comprehensive review of usage data. After looking at data spanning a five-year period from 2015 to 2019, it is necessary at a minimum, to adjust some of the hours (time of the day and/or day of week) to better align service across its 25 locations.

However, the opportunity to review the usage data also provides an opportunity to reflect on the role libraries serve in society today. Libraries are continuing to undergo a momentous transformation and are no longer the facilities they once were. Rather than buildings filled with books, libraries are now having to transform their interiors to accommodate various pieces of technology, provide flexible activity space, balance quiet, passive use with learning through play, and help address complex social concerns such as poverty, homelessness, mental illness, aging at home, and social isolation.

There is an immediate need to adjust the hours of operation at library locations by altering the days of the week and/or times of the day. However, there is a larger need to examine the total number of hours that are available for public use and to make adjustments to ensure professional best practices are followed, and to ensure Lambton County Library is using its resources to their full potential.

With no impact to the staffing budget, adjustments could be made in 2020 to adjust the hours of operation as outlined in Proposal 1 - Appendix B. Proposal 2 would be implemented in May 2021. The financial implications would require approval as part of the 2021 budget process.

To meet best practices as established by ARUPLO, and to maximize the use of space to offer full-scale library service, it is desirable to pursue changes to Lambton County Library's hours of operations.

## RECOMMENDATIONS

- a) **That Lambton County Council adopt the changes to the Lambton County Library Branch Hours of Opening as outlined in Proposal 1 - Appendix B effective September 5, 2020.**
- b) **That Lambton County Council refer the changes to the Lambton County Library Branch Hours of Opening as outlined in Proposal 2 - Appendix B to the 2021 budget deliberations.**
- c) **That Lambton County Council, acting as the Lambton County Library Board, approve the Branch Hours of Operation Policy.**



**Public Works Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

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

## **NEWS RELEASE**

For Immediate Release

### **Lakeshore Road to be Reconstructed**

REVISED - Friday, June 5, 2020

**Wyoming, ON** - Lakeshore Road (County Road #7) between Modeland Road and Blackwell Sideroad in the City of Sarnia is scheduled for full closure beginning **Monday, June 15, 2020**. The work is expected to last approximately sixteen weeks, weather permitting.

Detours will be in place using Modeland Road, Blackwell Road and Telfer Road to access Lakeshore Road east and west.

The project, awarded to Birnam Excavating Limited, also includes a new watermain for the City of Sarnia along Lakeshore Road.

No through traffic will be permitted for the duration of the project. Local residents will be able to access their properties, but at times access will be restricted or completely closed while work is progressing adjacent their property.

Temporary traffic lights have been positioned to alleviate some traffic congestion during the closure. Motorists are advised to follow all traffic control signage and to drive in a manner that respects the health and safety of road crews.

Please visit [Municipal511.ca](http://Municipal511.ca) for additional road closure information.

-30-

**Please contact:**

**Glen Hamill**  
Construction Supervisor  
County of Lambton  
519-845-0809 ext. 5250  
[glen.hamill@county-lambton.on.ca](mailto:glen.hamill@county-lambton.on.ca)





May 28, 2020

## AMO COVID-19 Update - Looking Ahead

It's been 10 weeks since the state of emergency was declared in Ontario. Municipal governments have been on the front line of response and recovery every day since and will be for the foreseeable future.

In every sector, questions remain about how our communities, our province and our country will move forward to sustain, transform and fund services people rely on most, and to rebuild our economies.

All orders of government have made massive investments in keeping people safe, in bolstering economic security, and in protecting the social fabric of society. There is a new appreciation of the role of government, especially during an unprecedented health and economic emergency.

Our residents and businesses have made enormous sacrifices to keep our communities safe. Municipal employees have made heroic efforts to protect essential services and to support and protect the most vulnerable people in our communities. Municipal Councils have ensured needed resources are in place.

Ontario took immediate steps to assist municipalities, such as the \$148 million Social Services Relief Fund, which has literally saved lives - an important measure described by Finance Minister Rod Phillips as a "first step" in supporting municipalities. But the challenges are national in scale and AMO recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities. AMO's [May 14th letter](#) to the Prime Minister and the Premier tells the story and urges Canada and Ontario to extend their successful collaboration to support municipalities. AMO will continue to advocate strongly to move this request forward. Ontario has joined AMO and FCM in advocating for federal assistance.

Without immediate financial assistance, the alternatives of property tax increases, services cuts or deferred capital investment will undermine economic recovery.

In addition to immediate financial assistance for municipal operations, including transit, we know that municipalities are the ideal destination for federal and provincial capital investments that will help rebuild economic activity, put people back to work, and ensure much needed infrastructure is in place to sustain productive economies into

the future.

And we know our members are deeply concerned about the future of public health, paramedic services and long-term care, and many other issues such as expanded broadband and the protection of our shared environment.

AMO will continue to advocate for these and other important matters. We will continue to work in partnership with members, professional and sector associations, FCM and others to ensure that the priorities of municipal government are front and center as Ontario and Canada move forward through the current crisis and into the recovery.

Members are supporting our advocacy efforts through local communications, government relations and social media, and it is making a difference. Thank you for your efforts and your support.

In the coming weeks, you will hear more about AMO's plans for our virtual Conference and AGM. There has never been a more important time to participate in the conference. Join us to share in the early lessons learned from COVID-19, the future of municipal services, first-hand interaction with the province, and the opportunity for delegation meetings to advocate directly on behalf of your community. More details will be coming soon.

AMO recognizes the remarkable leadership of municipal councils and extraordinary municipal public administrators in responding to the COVID-19 emergency and creating a foundation for recovery.

We will keep you up to date. We are keeping our COVID-19 webpage current and focusing on what's most relevant. AMO's dedicated COVID-19 email account will manage your questions, take your ideas, and facilitate your feedback. AMO's policy and member services teams look forward to hearing from you at covid19@amo.on.ca.



May 28, 2020

## AMO COVID-19 Update – Pandemic Pay Update

Late yesterday, the Ministry of Health's Deputy Minister, Helen Angus, sent out the attached memo outlining the pandemic pay program for their programs. For the municipal sector, this will include public health and paramedic services. We understand that additional details on the pandemic pay program for long-term care homes, and housing and shelters will be coming shortly.

It has been confirmed that the Province will not be expanding the pandemic pay program beyond those already deemed eligible. It has also been clarified that the Province's program is for those front-line staff that have direct physical interaction with people who may be infected with COVID-19 e.g. where physical distancing is difficult or not possible. As stated previously, the Province has been clear that this will not apply to management, even those who have or are working in providing front-line services to residents, patients, or the public. It is expected that more detailed discussions with the respective program areas will occur shortly to better define who is eligible under this provincial program.

In the first week of June, ministries will start sending funding details to employers that receive funding directly from government and service delivery managers. Eligible employees will receive pandemic pay through their existing payroll systems. Appropriate accountability requirements will be put in place to make sure that this temporary funding is provided to eligible employees. The provincial [pandemic pay program website is here](#) and was updated today.

Under this temporary program, municipal governments have eligible full and part-time front-line staff who work in the following program areas: public health, paramedic services, long-term care homes, and housing and shelters. This will involve three ministries and four program areas. We are concerned that the administration of this program may be complex given this broad array of municipal front-line services, so we are urging simplicity as the provincial program details are worked out. We have been advised that the ministries are working together to this end.

We will continue to work with the Province and many municipal staff associations, such as the Ontario Municipal Human Resources Association, as the provincial

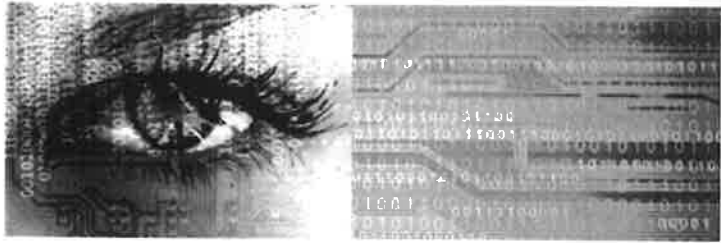
program design detail is being finalized so that its implementation for those eligible municipal staff goes well.

Once we have further operational details on the pandemic pay program for municipal employers, we will host another Labour Relations webinar. Stay tuned.

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](mailto:covid19@amo.on.ca).

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

# AMO watchfile



May 28, 2020

## In This Issue

- COVID-19 resources.
- Municipal Labour Relations During Covid-19 Part 2 webinar now available.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Former Mississauga CAO Janice Baker takes stock.
- Resolutions on Blue Box Transition due by June 30.
- On-site and excess soil management webinar.
- Update on AMO's groundbreaking Virtual Conference.
- AMO Annual Conference Exhibit Hall.
- Communications through COVID-19.
- ONE Investment launches first Joint Investment Board for Ontario municipalities.
- 507/18 energy reporting deadline extended.
- FCM MAMP funding - up to 90% for group road/sidewalk assessments.
- Group buying COVID-19 PPE and vendor updates.

## 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](mailto:covid19@amo.on.ca).

AMO/OMHRA and Hicks Morley again [tackled some of the tough questions](#) on labour relations and human resources during COVID-19.

## AMO Matters

Please be advised that in accordance with AMO'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.

On the latest episode of [AMO's ON Topic Podcast](#), Brian Rosborough, AMO Executive Director, is joined by recently retired Mississauga City Manager Janice Baker, who looks back over her long municipal career.

Municipal Councils that operate Blue Box programs have until June 30, 2020 to pass a resolution on transition. For more information contact [Dave Gordon](#), or check [our](#)

[website](#).

### **Provincial Matters**

On July 1, a regulatory framework under the *Environmental Protection Act*, O.Reg. 406/19, will come into effect to address the management of excess soils associated with the construction and redevelopment of brownfields. [Register for a free webinar](#) on June 4, where an expert panel will discuss the changes from a legal and municipal perspective.

### **Eye on Events**

AMO is the first municipal organization to bring its Conference virtual. In the past few weeks we have been working hard on developing the platform and program. Information is coming soon on all the things you are most interested in. Visit the AMO [website](#) for details and [register](#) today.

AMO 2020 Conference is going virtual and delegates will be able to interact with exhibitors in new and innovative ways that ensures access to resources that will play an important role in your communities the days, weeks and months ahead. We will be sharing this exciting information soon.

The need to pivot and respond quickly is a part of our new reality. To help you communicate the right message during COVID-19, we are offering AMO's Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

### **LAS**

LAS Blog: [ONE Investment](#) has launched the first Joint Investment Board for municipalities in Ontario. [Check out the announcement](#) to learn more about how the new Prudent Investor Standard can benefit your community.

The Ministry of Energy's annual 507/18 energy reporting deadline has been extended to October 1, 2020 due to the pandemic. The Ministry is hosting [webinars](#) related to the reporting on June 2, 16, 30, July 14, 28, or September 8 or 22. Access the Ministry's [energy reporting portal](#) with useful information. Questions, email [BPSsupport@ontario.ca](mailto:BPSsupport@ontario.ca).

The FCM MAMP program will fund up to 90% of a LAS [Road and Sidewalk Assessment](#) if you partner with your neighbours for the project. [Contact us](#) to learn how collaboration can make this program even more beneficial to your community.

The LAS [Municipal Group Buying Program](#) includes PPE through Grainger. Check out our [COVID-19 update page](#) for more information on ordering and for updates from our vendors.



June 1, 2020

## **AMO COVID-19 Update – Federal Gas Tax Funding Accelerated, Pandemic Pay, ESA Changes, Additional Re-openings**

### **Federal Gas Tax Funding Accelerated for 2020**

Prime Minister Justin Trudeau announced today that the federal government would accelerate the payment of the 2020 federal Gas Tax Fund allocation to help municipalities pay for infrastructure projects and take advantage of the summer construction season. The Prime Minister called the accelerated federal Gas Tax Fund in 2020 “a first step” in supporting towns and cities. The \$2.2 billion (nation-wide) in federal Gas Tax funding will be forwarded in one payment in June rather than in two installments in July and November and can pay for a range of capital projects in 18 different categories. In Ontario, funds go directly to the City of Toronto and to AMO for the 443 municipal governments in the province. AMO administers \$647 million this year in Gas Tax funds on behalf of the Government of Canada.

While accelerated federal Gas Tax Fund allocations is a welcome first step, AMO has supported FCM’s call for \$10 billion in emergency funding from the federal government to help municipalities to continue operating during the emergency. Municipal funding sources have been severely challenged by the response to COVID-19, including delayed property tax payments, diminished or eliminated fares and program services, and increased need for equipment to protect employees continuing to work. AMO continues to call for urgent emergency support so that municipal governments can continue to offer critical services that support health, safety, and economic activity in our communities. The Prime Minister acknowledged that more needs to be done to provide financial assistance to municipalities and the federal government will do more “hand in hand with the provinces”.

### **Pandemic Pay Updates**

On May 28<sup>th</sup>, the Ministry of Health hosted a teleconference that AMO attended to outline the parameters, timing, and process for flowing the pandemic pay to essential workers which, for Health, includes the public health and paramedic service program. We are now able to share the slides used at this teleconference.

As noted previously, the Province will be distributing this temporary top-up pay through existing transfer payment agreements so that employers will pay eligible employees through their existing payroll processes. These funds will be distributed to employers on an allocation basis and will be reconciled at a later date. June 5, 2020 is the target date for the funds to begin being transferred.

Information about these pandemic pay funds for eligible employees of long-term care homes, and housing and shelters is yet to be released. This information will be distributed as soon as it is received. We understand that all of the four programs in the three ministries – public health, paramedic services, long-term care homes, and the housing and shelter sector are looking to distribute the first allocation this week to the home employers to make payments to eligible employees.

The provincial programs will determine eligibility and are expected to provide program specific guidance and webinars as part of their allocation rollouts. The [provincial pandemic pay program website](#) continues to be updated.

On Saturday, May 30<sup>th</sup>, the Province announced an [emergency order](#) eliminating barriers to eligible frontline workers receiving pandemic pay. It will allow employers with unionized workforces to provide pandemic pay to eligible employees without the need to negotiate separate terms or conditions with their bargaining agents.

We continue to ask that the four programs' templates and reporting/reconciliation processes be identical to reduce municipal administrative burden. Although we know that the programs are trying to have an integrated approach across the ministries, we further understand that the four programs' administrative processes may be different as the programs are different.

### **COVID Related Changes to *Employment Standards Act (ESA)***

On Friday, May 29<sup>th</sup> the Province released a [new regulation](#) under the *Employment Standards Act, 2000* (ESA) that is intended to provide temporary relief from the ESA's termination and severance provisions for employers whose operations have been shut down or otherwise curtailed by COVID-19 – [O. Reg. 228/20, Infectious Disease Emergency Leave \(IDEL Regulation\)](#).

It should be noted upfront that these new rules do not apply to unionized staff. Collective agreement provisions and the ESA's usual temporary layoff rules will continue to apply in unionized workplaces.

There are three basic components in this IDEL Regulation:

- changes to infectious disease emergency leave (IDEL)
- certain employees are to be on IDEL (not on layoff – thus stopping the ESA clock)



- deeming certain actions not to be a constructive dismissal.

For more detailed information on this ESA regulation change, please refer to a May 31<sup>st</sup> [Hicks Morley update](#) on this subject.

### **Retirement Home Amendments**

The Province has now made amendments to the *Retirement Homes Act, 2010* regulation, enabling the Retirement Homes Regulatory Authority (RHRA) to better support seniors living in retirement homes during the COVID-19 outbreak. The regulation change increases the emergency payment the RHRA can pay to eligible retirement home residents from \$2,000 to \$3,500.

In the event of an emergency, such as an outbreak, this funding can be used to support residents to cover costs for transportation, alternative accommodation, or temporary care. The regulation change also requires retirement homes to report infectious disease outbreaks to the RHRA during COVID-19 and beyond.

### **More Re-openings Permitted**

The Ontario government is starting to reintroduce camping in Ontario Parks and recreational camping on Crown land, starting today – June 1, 2020. Backcountry camping will be available at Ontario Parks, including access points, paddle and portage routes, and hiking trails. Ontario Parks will also be expanding day-use activities to include picnicking and off-leash pet areas. All these reopened activities require the public to continue to practice required public health measures.

The Province has also amended an emergency order to allow drive-in movie theatres that were in existence before May 29, 2020 to reopen with restrictions and, as well, the reopening of batting cages as of May 31<sup>st</sup>.

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](mailto:covid19@amo.on.ca).



June 3, 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](mailto: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](mailto:brosborough@amo.on.ca) or Lorna Ruder, Executive Assistant, ext. 341, email [lruder@amo.on.ca](mailto: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, written over a light blue horizontal line.



June 3, 2020

## **AMO COVID-19 Update – Broadband Funding Announcement, Emergency Extended, and Pandemic Pay Webinar**

### **Province Launches the Improving Connectivity for Ontario Program**

Today the Province announced the launch of the \$150 million provincial broadband and cellular infrastructure program, Improving Connectivity in Ontario or ICON. The program was initially announced in July 2019 as part of the Up to Speed: Ontario's Broadband and Cellular Action Plan. AMO is pleased to see the Province moving forward, and believes the program is a vital step in addressing the market gaps that have left too many communities behind.

The program provides funding to help improve internet and connectivity services in unserved and underserved Ontario communities. In making today's announcement, Premier Doug Ford noted the critical need for partnerships with municipal governments and the private sector. In particular, the Premier also acknowledged that the importance of the federal government announcing the details of its broadband and connectivity funding. An initial first project intake under ICON is expected this summer. As further details are announced AMO will update members.

### **Emergency Declaration Extended**

Ontario has extended the provincial Declaration of Emergency to June 30th. This extension is to provide for the continued provincial COVID-19 response while planning for a measured and safe reopening. The extension, under s.7.0.7 of the *Emergency Management and Civil Protection Act*, was approved by the Ontario legislature yesterday.

This declaration supports the continued enforcement of emergency orders which include: allowing front-line care providers to redeploy staff where they are needed most, enabling public health units to redeploy or hire staff to support case management and contact tracing, and limiting long-term care and retirement home

staff to working at one home. The Declaration of Emergency may be further extended with the approval of the Legislature.

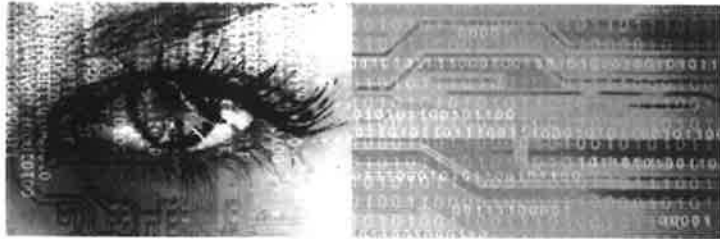
### **AMO COVID-19 Webinars Series: Discussing Pandemic Pay**

The provincial government has committed to sending the pandemic pay funding details to employers that receive funding under this temporary program. These details should be available this week and will consider eligible full and part-time front-line staff in public health, paramedic services, long-term care homes, and housing and shelters.

Join AMO and the Ontario Municipal Human Resources Association (OMHRA) on **Friday, June 5, 2020, 12n - 1p EDT** to examine the latest information on the pandemic pay program.

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](mailto:covid19@amo.on.ca).

# AMO watchfile



June 4, 2020

## In This Issue

- COVID-19 resources.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Resolutions on Blue Box Transition due by June 30.
- Register for Blue Box webinar on June 9.
- Celebrate Accessibility Week.
- Apply for an AMO Federal Gas Tax Award!
- Deliver municipal services efficiently with digital solutions.
- Ontario government launches broadband fund
- On-site and excess soil management webinar.
- Update on AMO's groundbreaking Virtual Conference.
- AMO launches Virtual 2020 Exhibit Hall!
- Communications through COVID-19.
- Energy reporting deadline extended due to COVID-19.
- LAS is on YouTube.
- Group buying COVID-19 updates, PPE, and custom offerings.
- Road & Sidewalk Assessment - 80-90% funding available.
- Municipal participation is KEY to #ProjectMapleLeaf - eradicate human trafficking!
- Careers with TRCA, Peel Region and Niagara-on-the-Lake.

## 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](mailto:covid19@amo.on.ca).

## AMO Matters

Please be advised that in accordance with AMO'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.

Municipal Councils that operate Blue Box programs have until June 30, 2020 to pass a resolution on transition. For more information contact [Dave Gordon](#), or check [our website](#).

On June 9 from 10-12 noon, join Dave Gordon & Amber Crawford for a webinar on the Blue Box transition to full producer responsibility. Please [register here](#) or contact [Amber](#) for more information.

Municipal governments are at the forefront of creating accessible communities. Join AMO in celebrating [National AccessAbility Week](#).

Has your community financed an innovative, exciting, or impactful infrastructure project with the federal Gas Tax Fund? [Apply for an AMO Federal Gas Tax Award](#) by **end of day Wednesday, June 10** to celebrate your municipality's efforts!

AMO and [eSolutionsGroup](#), our building barrier-free websites partner, [hosted a webinar](#) to discuss digital tools that help municipalities maintain business operations and provide efficient services during the current crisis, the recovery, and beyond. These include digital forms, e-payments, and e-procurement.

### **Provincial Matters**

On June 3, the Province announced the launch of the Improving Connectivity in Ontario (ICON) Program. This program was initially announced in July 2019, and AMO is pleased to see the Province moving forward. For more information on the program [click here](#), or contact [Amber Crawford](#), Policy Advisor.

On July 1, a regulatory framework under the *Environmental Protection Act*, O.Reg. 406/19, will come into effect to address the management of excess soils associated with the construction and redevelopment of brownfields. [Register for a free webinar](#) on June 4, where an expert panel will discuss the changes from a legal and municipal perspective.

### **Eye on Events**

AMO is leading the way with its 2020 virtual conference providing the opportunity for you to participate from your desktop or mobile, living room or dock. New information on the program and Exhibit Hall are available now. Check back often as we update our [website](#) and you can [register here](#).

AMO's 2020 Conference [virtual exhibit hall](#) offers an unparalleled opportunity for you to showcase your products and connect with delegates. Providing greater flexibility, extended trade show hours and multiple points of interaction and ways to highlight your products, this year's exhibit hall is a must attend event.

The need to pivot and respond quickly is a part of our new reality. To help you communicate the right message during COVID-19, we are offering AMO's Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

### **LAS**

The Ministry of Energy has extended the 507/18 energy reporting deadline to October 1, 2020 due to COVID. They will run [webinars](#) on the reporting on June 16, 30; July 14, 28; September 8 or 22. Check out the Ministry's [reporting portal](#) for more information. Email [BPSsupport@ontario.ca](mailto:BPSsupport@ontario.ca) if you have questions.

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the Association of Municipalities of Ontario (AMO) 2020 Annual Conference is available online. Information about delegations and a link to the form are available here: <https://ontario.ca/page/2020-association-municipalities-ontario-conference> .The deadline to submit requests is **Friday June 26, 2020**.





**St. Clair Region Conservation Authority  
Meeting Highlights – May 7, 2020**

Below is a list of highlights from the SCRCA board meeting held in May. For details, please refer to the entire meeting package which can be found at [www.scrca.on.ca/about-us/board-meeting-packages](http://www.scrca.on.ca/about-us/board-meeting-packages).

**Amendment to SCRCA Administrative By-laws:** In response to the COVID-19 pandemic, a special meeting was held before the Board of Directors meeting to approve amendments to the St. Clair Region Conservation Authority (SCRCA) Administrative by-laws. The Board approved the proposed amendment that enables electronic participation in meetings during declared emergencies.

**Flood Threat:** The flood threat in the St. Clair Region watershed is moderate due to high water levels on the Great Lakes, Lake St. Clair and in Wallaceburg. Precipitation totals are projected to be within normal regional precipitation amounts, however, due to elevated water levels, any accumulated rainfall will have the capacity to overflow onto natural floodplains. Wallaceburg will be more susceptible to wind-driven flooding.

**Lake Levels:** Lake levels recorded in February for Lake Huron exceeded the 1986 record level high by 14 cm. Lake St. Clair water levels were just below record levels. March readings indicated that Lake Huron, Lake St. Clair and Lake Erie exceeded record high water levels observed in 1986 by 10 cm, 3 cm and 7 cm, respectively, with exceedances projected to continue over the next six months.

**Habitat and Stewardship Program:** Throughout the 2019-2020 fiscal year, staff worked with private landowners to implement 36 stewardship projects throughout the watershed, resulting in approximately 98.5 acres (40 hectares) of naturalized land. Over \$400,000 in grants obtained by the SCRCA were provided to landowners to offset project costs. SCRCA staff have submitted applications to numerous federal and provincial grants to continue supporting landowner stewardship projects throughout the watershed for the 2020-2021 fiscal year and beyond.

**Indigenous Relationship Building Training:** SCRCA staff participated in a two-day training course focused on Indigenous relations and relationship building. Offered by Cambium Aboriginal Inc., an Indigenous company based in Curve Lake First Nation, staff were provided with a deeper understanding of the history of Indigenous Peoples in Canada since first contact, historical and contemporary issues, and how our nations can move forward in a positive direction that benefits future generations.

**Camp St. Clair:** As a result of the COVID-19 pandemic, seasonal and recreational camping at each of the SCRCA's three regional campgrounds have been delayed. Only those residence who do not have another Canadian residence have been granted access to their trailers. The Board of Directors approved the recommended adjustment to both overnight and seasonal camping fees for the 2020 and the extension of the camping season until October 26<sup>th</sup>.

**Conservation Area Update:** Throughout the COVID-19 pandemic, all SCRCA conservation area trails have been open for public use. All facilities, including washrooms, play structures and picnic areas have been closed and trail maintenance has been limited. Signs have been installed advising visitors to observe social distancing and proper hygiene practices.

**Water and Erosion Control Infrastructure (WECI) Funding:** The SCRCA will submit a request to the WECI fund for \$488,000 in grant dollars for 3 projects. Staff expect to receive a list of approved projects in May.

**Highland Glen Boat Launch:** Due to unsafe conditions caused by damaged infrastructure, erosion and high water levels, the SCRCA closed the Highland Glen boat launch for the 2020 season. Staff were directed by the Board of Directors to acquire quotes and proceed with an engineered study including site survey, inspection of existing infrastructure, coastal assessment, and the development of plans/specifications for repairs and improvements to the boat ramp.

**Conservation Education:** School closures due to the COVID-19 pandemic have resulted in teachers across the St. Clair Region turning to online platforms to reach their students. SCRCA education staff have developed a series of "Virtual Fieldtrips" to the Lorne C. Henderson Conservation Area. The field trips cover a range of grade-specific, curriculum-connected concepts including biodiversity and wetland ecosystems and have reached teachers throughout the province. In addition, staff have been developing "Family Nature Fun" activities that have been promoted online and through social media. The activities encourage watershed families to be active outside and maintain positive connections with nature during these challenging times.

For more information, contact:  
Brian McDougall, General Manager  
519-245-3710 ext. 236  
bmcdougall@scrca.on.ca



May 28, 2020

Will Bouma, MPP  
 96 Nelson Street  
 Suite 101  
 Brantford, ON N3T 2X1

*Sent via email [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)*

Phil McColeman, MP  
 108 St. George Street  
 Suite 3  
 Brantford, ON N3R 1V6

*Sent via email [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)*

**Re: Essential Workers Day – March 17**

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

**10.1 Essential Workers Day – Councillor Wall**

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc All Ontario municipalities  
Association of Municipalities of Ontario (AMO)  
Large Urban Mayor's Caucus of Ontario (LUMCO)  
Federation of Canadian Municipalities  
Rural Ontario Municipal Association (ROMA)



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Update on Municipal Operations  
**Meeting:** Council - 11 Jun 2020  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That this report be received and filed for information.**

### Background:

Since the Emergency Declaration in March, municipal staff have been able to adapt to changing demands while maintaining all business operations with little to no disruption during the pandemic.

Planning for the new normal due to COVID 19 and how we will continue to deliver services is based on the expectation that a range of protective measures related to COVID-19, including physical distancing could be in place for some time.

### Comments:

#### Administration Office:

Local municipalities are hopeful of a unified opening of municipal offices to the public when all are able to safely do so. Upon doing this, Administration will ensure safety protocols are in place and Provincial Orders are adhered to.

- Generally 3-4 office staff are in the office daily
- All services have been maintained during COVID-19 with social distancing measures in place
- A protective separation guard and social distancing circles are planned to be installed at the front counter in preparation of public entry back into the building
- A separation screen has been installed between work stations in the front office
- Policies for staff have been developed to assist in minimizing contact and keeping touched surfaces clean

#### Public Works Department

Operations have continued in the department during the pandemic with adherence to social distancing and enhanced sanitization. The office remains closed to the public or by appointment only.

- All planned projects continue to be addressed and worked on including gravel, dust suppressant, grass cutting, culvert replacement, street reconstruction etc.

#### Parks & Recreation Department

The BAICCC was ordered to close by provincial order and remains closed at this time. The timeline for reopening will be based on how the pandemic is managed and as such, there are no timelines in place for reopening. In the meantime, staff are working on items approved in the budget while the facility is closed.

- The BAICCC and parks (including washrooms) remain closed as per provincial direction
- the dog park is open
- BAICCC is thoroughly cleaned and inventory completed during COVID
- Ball diamonds receiving minimal maintenance at this time

#### Council Meetings

Meeting protocols with continued use of electronic formats with potential move to a combination of in person / virtual with new "owl" software.

#### **Financial Considerations:**

There are no financial considerations related to this report.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Virtual Canada Day  
**Meeting:** Council - 11 Jun 2020  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council provide direction on the use of the Canada Day grant monies.**

### Background:

Tourism Sarnia Lambton has connected with all eleven Municipalities in Lambton County about a Virtual Firework Show on Canada Day.

The event will be hosted through "Snapd" and will showcase fireworks, photos from area municipalities and promotions. I participated in the zoom call and expressed interest on behalf of the Municipality. More details and promotions of the event will be forthcoming.

The Municipality received \$5,000 in funding for Canada Day event.

### Comments:

In further maintaining the excitement of Canada Day as in previous years, it is recommended to "decorate" Brooke-Alvinston in red and white and encourage residents to use sidewalk chalk and sketch Canada Day flags and images for all. The arena parking lot would also be available should any residents be interested in creating a giant Canadian Flag.

Alternatively, a recommendation to distribute a limited number of 12" x 24" double sided flags with stepskates was made. The signs would be available in Inwood and Alvinston on a first come first serve basis.

Other options for the Canada Day 5k funds include:

- i) A previous invitation to share fireworks at a later date with other municipalities.
- ii) Fireworks prior to the Brooke-Alvinston Watford Fall Fair (if still being held)

It is anticipated that the Legion plans to raise the flag as in previous years which is greatly appreciated.

### Financial Considerations:

The cost of 500 signs at 12" x 24" double sided with step stakes would be \$4,000 + tax.







## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Job Postings  
**Meeting:** Council - 11 Jun 2020  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That this report be received and filed as information**

### Background:

The Municipality currently has two job postings open: Part Time Fire Chief and Parks & Recreation Supervisor-see attached.

### Comments:

The Fire Chief Posting will close June 12, 2020. Upon closing, submitted resumes will be reviewed and interviews conducted the week of June 15 pending applicant availability.

I have contacted the Administrators of Dawn-Euphemia and Southwest Middlesex as members of the two Fire Board municipalities to request assistance in the interview process. They were both pleased to assist. The interview panel will consist of myself, Southwest Middlesex Fire Chief Bob Hansen and Dawn-Euphemia Treasurer/ Deputy Fire Chief Scott Gawley.

The name of the successful candidate will be presented to Council at the June 25th meeting.

The Parks & Recreation Supervisor Position will close June 19th. Upon closing, submitted resumes will be reviewed and interviews conducted the week of June 22 pending applicant availability. Myself, the Public Works Manager and Ron Goss will conduct the interviews.

The name of the successful candidate will be presented to Council at the June 25th meeting. The anticipated start date for this position would be early July pending applicant availability.

### Financial Considerations:

Not applicable to this report



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Temporary Extension of Patio at Armour's Ale House  
**Meeting:** Council - 11 Jun 2020  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council approve the request for a temporary extension to the 3225 River Street existing patio in accordance with By-law 15 of 2019 and that the alley located at 3223 River Street (Plan 2 Pt. Lot 14) be temporarily closed during the term of the agreement .**

### Background:

The attached request was received. The following under Regulation 719 was recently amended:

Usually, licensees who wish to extend their licensed patio are required to apply to the AGCO for a temporary extension of premises, which may be authorized for up to 14 days and for a maximum of four times each year. As part of that process, licensees are required to obtain a letter of non-objection from their municipality.

Under these new temporary measures and for the duration of 2020, licensees do not need to notify or submit an application to the AGCO for a temporary extension of premises, provided that they meet all the eligibility criteria and applicable requirements. One of the criteria is that the municipality in which the establishment is located does not object to an extension. This non-objection or approval can take a variety of forms. While licensees are not required to submit any documentation to the AGCO to demonstrate compliance with this requirement, licensees are required to produce such documentation, if requested by the AGCO.

Municipalities have the flexibility to determine how best to permit temporary patio extensions on municipal property. The temporary physical extension of the premises must be adjacent to the premises to which the licence to sell liquor applies. The capacity for a temporary new patio is 1.11 square metres per person

### Comments:

The alley is owned by the Municipality. The Municipality recently received a request to purchase the alley and staff have sent letters inquiring the proposal for presentation to Council at a later date. Should Council approve the temporary extension, the alley should be temporarily closed.

### Financial Considerations:

There is no cost associated with this request.

**Relationship to Strategic Plan:**

This proposal stimulates business development.

**ATTACHMENTS:**

[Patio Extension Request](#)

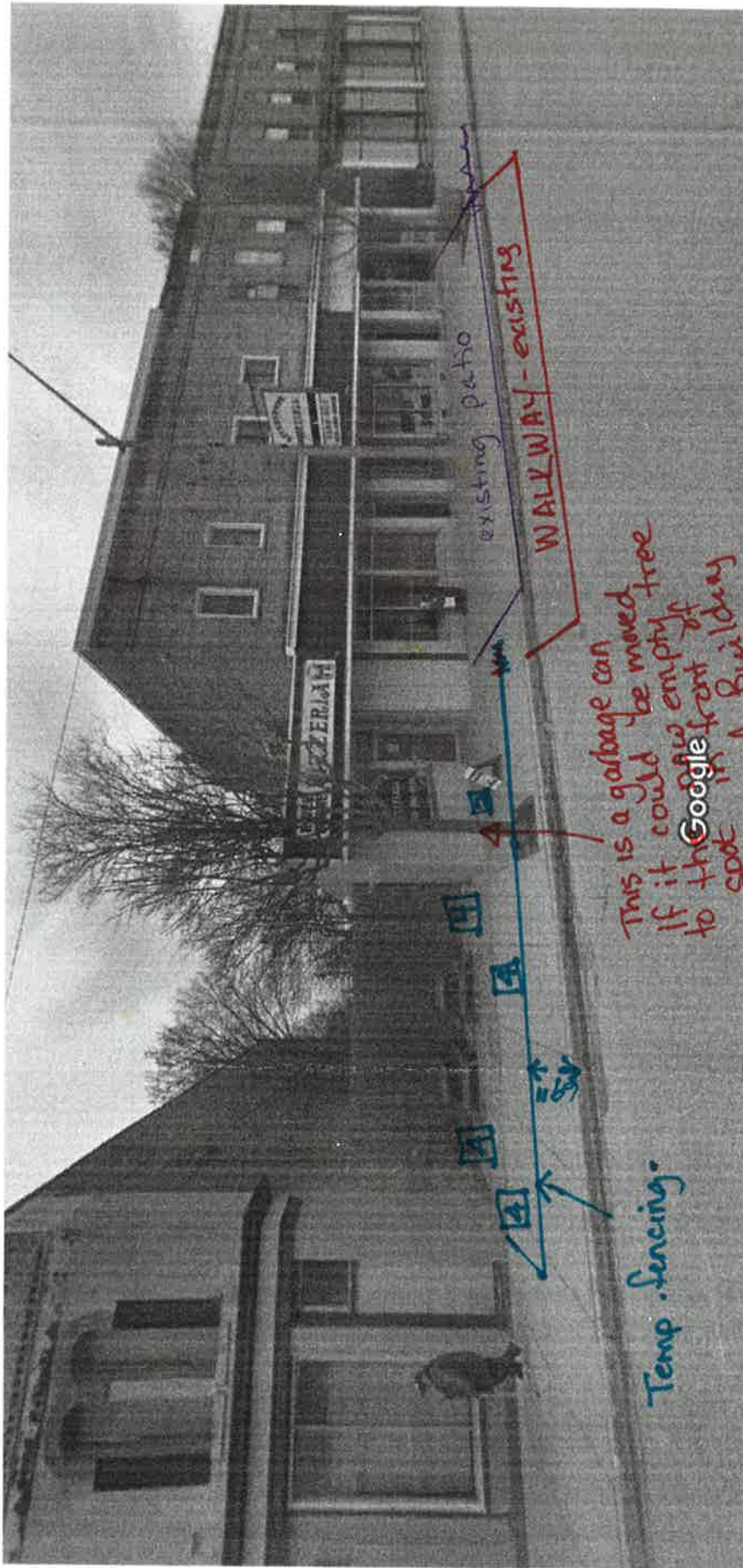


Image capture: May 2014 © 2020 Google

June 7, 2020

I would like our council to consider allowing a temporary extension to our existing patio at Armor's Ale House. Several municipalities are helping small businesses with this at no additional fees. At this time that would be appreciated with not knowing how people will react to sitting in a public area to eat at this time.

We would not set up the patio with fence/tables/chairs until the government has given the go ahead for this stage. I would suggest that we use approximately half of the sidewalk as well as the space where the salt building is kept during the winter for tables. By doing this it would leave approximately 69 inches of sidewalk for pedestrians. I only ask that the garbage can that sits where the tree was be moved so it's not in the middle where people would be eating.

At present our existing patio is licensed for 40 people and we are not applying for additional seating capacity to AGCO, just the opportunity to spread our customers out to comply with social distancing and take advantage of any good weather we might have giving our customers the opportunity to sit and eat if they so choose. I will contact AGCO as soon as we have your decision.

The extension would only be in place until the government allows us to operate at our normal capacity.

If you require anything further, please let me know.

Thanks,

  
Vickie Armstrong



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Drainage Superintendent Staff Report  
**Meeting:** Council - 11 Jun 2020  
**Department:**  
**Staff Contact:**

### Recommendation:

That the following recommendations presented in the report be approved.

### Background:

David Moores is a new employee of Ray Dobbin Engineering and will be overseeing the drainage work in Brooke-Alvinston.

### Comments:

#### **Maintenance Projects 2020**

##### ***Campbell Leitch Drain***

- Location: Lot 28 & 29, Concession 6
- Contractor: JLH Excavating
- Status:
  - Work – Brushing and Cleanout
  - Work was tendered in 2019 and scheduled to be completed this year are July 1, 2020

##### ***Edgar Drain***

- Location: Churchill Line & Hardy Creek Road - Lot 26, Concession 14
- Contractor: Jacques Farm Drainage
- Status:
  - Work – Tile Repairs
  - Hourly work given to Jacques Farm Drainage as they are tiling the land and will complete the repairs while onsite

##### ***Edgar Drain Branch A***

- Location: Churchill Line & Hardy Creek Road - Lot 27, Concession 14
- Work – Brushing and Cleanout
- **Recommendation:** (1) For a maintenance notice to be mailed out to affected landowners informing them of the requested work and to see if there are any other requests. (2) Tender maintenance work.

##### ***Dudley Drain / Lewis Drain***

- Location: Forest Road – south of Rokeby Line (Lot 1, Concession 8)

- Contractor: KT Excavating (Kevin Tizzard)
- Status:
  - Work – Outlet Tile Replacements
  - Hourly work given to Kevin Tizzard to be completed when wheat comes off the field

#### ***McNeil Douglas Drain – West Branch***

- Location: Rokeby Line – just west of Nauvoo Road
- Contractor: KT Excavating (Kevin Tizzard)
- Status:
  - Work – Tile Replacement along Rokeby Line
  - Landowner has requested Kevin Tizzard to complete work
  - This is a small enough project to do hourly with KT Excavating

#### ***Ross Drain***

- Location: Lots 13 & 14, Concession 7
- Status:
  - Work – Brushing and Cleanout
  - Maintenance Meeting was held in 2019 with affected landowners and the scope of work was determined

**Recommendation:** (1) Tender maintenance work

#### ***Sisson Parker Drain***

- Location: Between Inwood Road and Forest Road - Lot 1, Concession 14
- Work – Cleanout and Brushing
- **Recommendation:** (1) For a maintenance notice to be mailed out to affected landowners informing them of the requested work and to see if there are any other requests. (2) Tender maintenance work.

#### ***Zimmerman Drain***

- Contractor:
- Location: Ebenezer Road – Lot 13, Concession 8
- Status:
  - Work – Brushing and Cleanout
  - Maintenance Meeting was held in 2019 with affected landowners and the scope of work was determined
- **Recommendation:** (1) Tender maintenance work

### **Engineers Reports – Construction / Improvement**

#### **Construction Ready:**

#### ***Kelly Drain Branch No.4***

- Location: Lots 7, 8 and 9, Concession 14
- Contractor: McNally Excavating
- Status:
  - All Approvals received
  - Waiting for contractor to complete the work

#### ***Parker Lucas Drain and Acton Drain***

- Location: Little Ireland Road north of LaSalle Line

- Contractor: McNally Excavating
- Status:
  - Work to be completed next when the Straatman Werden Drain work is finished

### ***Straatman Werden Drain***

- Location: Old Walnut Road, Lot 15 Concession 13
- Contractor: McNally Excavating
- Status:
  - Construction currently in progress

### **Still in Report Stage:**

### ***Elliott Tate Drain***

- Emergency culvert work is completed
- Report is in progress

### ***Graham Bourne Drain***

- Culvert replacement project
- Survey complete
- Report is in progress

### ***Hasting Drain***

- Request to realign or enclose channel in W1/2 Lot 23, Concession 12
- Survey complete
- Waiting to see if there are changes to the SCRCA Enclosure Policy

### ***Johnson Drain***

- Culvert Replacement project
- Survey complete
- Report is in progress

### ***Logan Drain Branches – 5***

- Tile drain replacement project
- Report in progress

### ***McVicar Drain***

- All onsite work complete
- Report in progress

### ***Ruth Drain***

- Tile drain replacement
- Report in progress

### ***Steadman Drain No.1***

- Report completed
- Currently with the SCRCA for review
- Waiting to see if there are changes to the SCRCA Enclosure Policy



**For Information:*****Elliot Tait Drain***

- Location: Innwood Road – Lot 4, Concession 6
- Contractor: McNally Excavating
- Status:
  - Contractor hired by the hour
  - Culvert work was completed on May23/20

***Houston Drain***

- Location: Petrolia Line near Sexton Road
- Contractor: McNally Excavating
- Status:
  - CB work on the East Branch was completed on May 12/20

***Lightfoot-Oke Drain***

- Location: Shiloh Line – Lot 18, Concession 7
- Contractor: KT Excavating (Kevin Tizzard) & Tom Parks
- Status:
  - Work – Multiple tile repairs
  - Tile flushing
  - Work was completed on May 12/20

***McKellar Werden Drain / Dolbear Gray Drain***

- Location: Nauvoo Road – Lot 19 & 20, Concession 2 & 3 – 8171 Oil Springs Line
- Contractor: KT Excavating (Kevin Tizzard)
- Status:
  - Work – Multiple tile repairs
  - Work was completed on May 5/20

***Pray Drain***

- Location: Oil Springs Line – Old Walnut and Nauvoo – Lot 16/17 Concession3
- Contractor: KT Excavating (Kevin Tizzard) & Greg Dury
- Status:
  - Work – Beaver Trapping and Dam Removals
  - All works completed on May 4/20

***Ferguson Drain***

- Location: Lots 13 & 14, Concession 9
- Contractor: KT Excavating
- Status:
  - Work – Erosion protection at CB – top end
  - Erosion Protection at outlet
  - Work was completed on May 7/20

***Watt Cran Drain***

- Location: Lots 13 & 14, Concession 7
- Contractor: Bruce Poland & Sons
- Status:
  - Work – Levelling maintenance from 2019
  - Work - Erosion Protection - Top end of open channel

- Levelling was completed on April 28/20
- Erosion Protection work was completed on May 26/20

**Financial Considerations:**

All drainage work is billed back to the landowner.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Manure Spill  
**Meeting:** Council - 11 Jun 2020  
**Department:** Public Works  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**That the report be received and filed for information.**

### Background:

On May 22, 2020 a manure spill occurred between Ebenezer Road & Little Ireland Road. The Public Works Manager and Mayor attended the scene. The Ministry of the Environment has provided comments on the spill and are noted in the comments section

### Comments:

*From MOE:*

*I was also conducting observations of the downstream creek on May 24th. Numerous dead fish were found on May 23 and May 24 downstream between Ebenezer and Little Ireland.*

*Berming off the creek and removal was considered and discussed internally within the Ministry, however was not initiated for this incident. Spill cleanup depends on a number of factors including when the spill occurred, precipitation forecast, the types of contaminants (whether or not they are persistent (heavy metals, chlorinated organic compounds, etc.) or will dilute or breakdown naturally over time to acceptable concentrations), flow of the creek (can the flow be stopped without containment issues, etc.), has a responsible person been identified/willing to do the clean-up, and also whether or not stopping the flow will have more of an environmental impact than the spilled contaminants (no water for the aquatic organisms, damage to habitat installing/removing the berms, etc.).*

*Additional inspection by Ministry staff will be occurring this week at a farm suspected to be a potential source of the spill. Further to that Ministry staff will determine the compliance approach taken.*

*The compliance approaches we use include education and outreach, warnings, notice of violations, voluntary abatement plans, issuing orders, and referring the incident for investigation for the purpose of laying charges. The compliance history and past environmental issues with the client are also taken into consideration.*

*Serious environmental impacts such as the dead fish which appeared to have been from the spill typically move the compliance approach we take with the responsible party from voluntary approaches to referring the file for investigation for charges.*

*It is illegal to discharge any material that may impair any waters under the Ontario Water Resources Act. The responsible party also did not report the spill forthwith to the Ministry which is a separate violation under the Ontario Water Resources Act.*

*I have also stressed to other Ministry staff and management the concern about the spill by Township personnel as well as neighbours in the area.*

Samples have been sent to the Ministry's lab for analysis. Further analysis is ongoing.

**Financial Considerations:**

There are no financial considerations at this time in relation to the report.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2020 Grader Tender Results  
**Meeting:** Council - 11 Jun 2020  
**Department:** Public Works  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**That the 2020 Grader Tender be accepted from Tormont Cat in the amount of \$ 363,524 (not including tax)**

### Background:

The 2020 grader tenders were opened on Monday, June 8, 2020.

### Comments:

The tenders received were (not including tax):

Tormont CAT	\$363,534
John Deere	\$408,965

### Financial Considerations:

The 2020 Budget for the grader was approved at \$375,000 in the budget.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** BAICCC Budget Upgrades  
**Meeting:** Council - 11 Jun 2020  
**Department:**  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

That direction be received.

### Background:

Money was set aside in the 2020 budget for auditorium upgrades.

### Comments:

The PARC Committee, staff and Council have gently discussed various internal / cosmetic improvements to the auditorium of the BAICCC.

Direction is being sought on two items:

1) Removal of the murals on the walls with murals being reproduced either on canvas or other print medium and placed in the hall

Decorator Options:

- a. Leave as is and paint the walls a new colour leaving the murals in place
- b. Placing smaller copies of the images on canvas and placing on the south wall
- c. Place murals on canvas or other print media and leave hanging on walls unless a renter desires them to be removed
- d. Other

2) Place insulation on the north and south walls of the auditorium and cover walls with drywall and fresh paint colour



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Fire Chief Monthly Report  
**Meeting:** Council - 11 Jun 2020  
**Department:** Fire Department  
**Staff Contact:** Jeff McArthur, Fire Chief

### Recommendation:

**That the monthly report prepared by the Fire Chief be received and filed.**

### Background:

#### Alvinston Station Area

- 2 calls
  - Alarms Sounding – cancelled call
  - Medical Assist

#### Inwood Station Area

- 0 calls

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.

### Comments:

Repairs/Maintenance: One apparatus had annual safety/maintenance. Minor pump repairs completed as follow up after annual pump testing. Pumper 3 – new batteries.

Purchases: PPE, medical supplies for Covid-19

#### BFR Topics:

- Truck Compartment Exercise in conjunction with truck checks
- Presentations via Zoom

### Financial Considerations:

All purchases made within the 2020 budget approvals.



## Council Staff Report

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

### Recommendation:

**That Council Receive and File the Accounts Payable Listing for May 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:

[Accounts Payable Invoice List - May 2020](#)

Janet Denkers, Clerk Administratior	Approved - 29 May 2020
Darlene Paolucci, Administrative Assistant	None



# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>					
01-0000-0020	003325 KYLE CADMAN	MAY2020 REFUND ON BOOKINGS	05-14-20	05-14-20	550.00
01-0000-0020	003326 TIM CUMMINGS	MAY2020 REFUND ON ACCOUNT	05-14-20	05-14-20	496.75
01-0000-0020	003327 STEVE MARCHE	MAY2020 REFUND ON DOG TAG	05-14-20	05-14-20	25.00
Account Total					1,071.75
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	MAY2020 SUNLIFE BENEFITS	05-01-20	05-01-20	4.34
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	APRIL2020 DEDUCTIONS	05-15-20	05-15-20	17,006.95
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	APRIL2020 WSIB PREMIUM	05-15-20	05-15-20	2,662.44
01-0000-2292	000370 MINISTER OF FINANCE -EHT	APRIL2020 EMPLOYER HEALTH TAX	05-15-20	05-15-20	1,177.87
Account Total					3,840.31
01-0000-2426	000185 DON MCGUGAN	MAY2020 FOOD BANK PURCHASES	05-20-20	05-20-20	722.06
Department Total					22,645.41
<b>LICENCES, PERMITS, RENTS</b>					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	-425.00
Department Total					-425.00
<b>COUNCIL SUPPORT</b>					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	MAY2020 SUNLIFE BENEFITS	05-01-20	05-01-20	917.07
01-0241-7150	000279 BMO BANK OF MONTREAL	05-2020 WHMIS TRAINING	05-08-20	05-08-20	40.10
01-0241-7301	002867 MINISTER OF FINANCE- OFFICE OF REGISTERED	MAY2020 MARRIAGE LICENCES	05-14-20	05-14-20	240.00
01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	65.24
01-0241-7350	000279 BMO BANK OF MONTREAL	05-2020 ROOM DEP REFUND	05-08-20	05-08-20	-137.16
Department Total					1,125.25
<b>CORPORATE MANAGEMENT</b>					

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	MAY2020 SUNLIFE BENEFITS	05-01-20	05-01-20	1,273.78
01-0250-7150	000279 BMO BANK OF MONTREAL	05-2020 WHMIS TRAINING	05-08-20	05-08-20	60.15
01-0250-7301	000165 MANLEY'S BASICS	1082617 OFFICE SUPPLIES	05-22-20	05-22-20	57.56
01-0250-7301	000165 MANLEY'S BASICS	1083047 OFFICE SUPPLIES	05-20-20	05-20-20	137.78
01-0250-7301	003052 CHERYL BEAUGRAND	MAY2020 OFFICE SUPPLIES	05-14-20	05-14-20	22.59
01-0250-7301	000018 CLOVER MART	MAY2020 OFFICE SUPPLIES	05-28-20	05-28-20	3.99
Account Total					221.92
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	53.79
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	247.89
Account Total					301.68
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR279149 COPIER MAINTENANCE CONTRACT	05-06-20	05-06-20	52.86
01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	066122 WATER & SEWER	05-08-20	05-08-20	162.00
01-0250-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672014 ELECTRICITY CHARGES	05-22-20	05-22-20	260.97
Account Total					422.97
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17373 IT SUPPORT	05-08-20	05-08-20	378.55
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	17411 IT LICENCING & SUPPORT	05-08-20	05-08-20	455.33
Account Total					833.88
01-0250-7320	000279 BMO BANK OF MONTREAL	MAY2020-1 CPA DUES	05-06-20	05-06-20	1,107.40
01-0250-7340	002357 SOUTHWEST DOORS & HARDWARE	00093133 REPAIR DOORS	05-26-20	05-26-20	576.75
01-0250-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	284524 PLUNGER	05-14-20	05-14-20	7.33
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	90113 MATS	05-22-20	05-22-20	42.38
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	90115 MATS	05-22-20	05-22-20	38.99

## Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7340	000112 NUTECH PEST SERVICES	9703 PEST CONTROL	05-26-20	05-26-20	47.46
		Account Total			712.91
01-0250-7399	000279 BMO BANK OF MONTREAL	05-2020 CONDOLENCES	05-08-20	05-08-20	50.00
		Department Total			5,037.55
<b><u>FIRE SERVICES</u></b>					
01-0410-7116	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	MAY2020 SUNLIFE BENEFITS	05-01-20	05-01-20	356.18
		Department Total			356.18
<b><u>FIRE STATION - ALVINSTON</u></b>					
01-0411-7125	000021 M & L SUPPLY	002606 COVID 19-PPE	05-12-20	05-12-20	208.91
01-0411-7125	000021 M & L SUPPLY	002635 COVID 19-PPE	05-12-20	05-12-20	108.53
01-0411-7125	000279 BMO BANK OF MONTREAL	MAY2020-1 ACCOUNTABILITY TAGS	05-06-20	05-06-20	29.33
		Account Total			346.77
01-0411-7150	002993 PUBLIC SERVICES HEALTH & SAFETY ASS'N	INV0000032730 TRAFFIC COURSE	05-12-20	05-12-20	113.00
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	101.44
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	60.66
		Account Total			162.10
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	066035 WATER & SEWER	05-08-20	05-08-20	162.00
01-0411-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672010 ELECTRICITY CHARGES	05-22-20	05-22-20	155.75
01-0411-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672011 ELECTRICITY CHARGES	05-22-20	05-22-20	7.87
		Account Total			325.62
01-0411-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	IN156819 PREVENTION MATERIAL	05-20-20	05-20-20	307.36
01-0411-7351	000279 BMO BANK OF MONTREAL	MAY2020-1 ZOOM MEETING	05-06-20	05-06-20	19.56
01-0411-7360	002649 ALLIED MEDICAL	504948 MED SUPPLIES	05-12-20	05-12-20	70.81

### Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7373	002462 CARRIER TRUCK CENTERS INC.	05S503882 ANNUAL PUMP/LADDER-P3	05-20-20	05-20-20	1,382.69
01-0411-7373	002462 CARRIER TRUCK CENTERS INC.	05S503885 ANNUAL PUMP/LADDER-T2	05-20-20	05-20-20	1,011.27
Account Total					2,393.96
Department Total					3,739.18
<b><u>FIRE STATION - INWOOD</u></b>					
01-0412-7125	000021 M & L SUPPLY	002606 COVID 19-PPE	05-12-20	05-12-20	104.46
01-0412-7125	000021 M & L SUPPLY	002635 COVID 19-PPE	05-12-20	05-12-20	54.26
Account Total					158.72
01-0412-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	67.63
01-0412-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN156819 PREVENTION MATERIAL	05-20-20	05-20-20	153.68
01-0412-7351	000279 BMO BANK OF MONTREAL	MAY2020-1 ZOOM MEETING	05-06-20	05-06-20	9.77
01-0412-7360	002649 ALLIED MEDICAL	504948 MED SUPPLIES	05-12-20	05-12-20	35.40
01-0412-7372	002462 CARRIER TRUCK CENTERS INC.	05S503883 ANNUAL PUMP/LADDER-T7	05-20-20	05-20-20	1,026.64
01-0412-7372	002462 CARRIER TRUCK CENTERS INC.	05S503884 ANNUAL PUMP/LADDER-P6	05-20-20	05-20-20	877.17
01-0412-7372	000214 KARL'S TRUCK SERVICE	W69383 R5 MTO ANNUAL	05-12-20	05-12-20	859.70
01-0412-7372	000214 KARL'S TRUCK SERVICE	W69388 P6 MTO ANNUAL	05-12-20	05-12-20	2,741.47
01-0412-7372	000214 KARL'S TRUCK SERVICE	W69399 T7 MTO ANNUAL	05-12-20	05-12-20	1,310.86
Account Total					6,815.84
Department Total					7,241.04
<b><u>POLICE</u></b>					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2062 MONTHLY POLICING	05-06-20	05-06-20	34,018.84
Department Total					34,018.84
<b><u>PROTECTIVE INSPECTION &amp; CONTROL</u></b>					

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0440-7420	003317 PICKFIELD LAW PROFESSIONAL CORPORATI	10046 NFP HEARING LEGAL FEES	05-22-20	05-22-20	2,155.70
01-0440-7470	002223 COUNTY OF LAMBTON	33379 BUILDING INSPECTIONS	05-14-20	05-14-20	3,640.00
01-0440-7470	002223 COUNTY OF LAMBTON	33379 BUILDING INSPECTIONS	05-14-20	05-14-20	362.52
		Account Total			4,002.52
01-0440-7472	000175 VICKI KYLE	MAY2020 ANIMAL CONTROL SERVICES	05-06-20	05-06-20	885.72
01-0440-7476	002223 COUNTY OF LAMBTON	33380 PROPERTY STANDARDS	05-14-20	05-14-20	1,040.00
01-0440-7476	002223 COUNTY OF LAMBTON	33380 PROPERTY STANDARDS	05-14-20	05-14-20	192.66
01-0440-7476	002223 COUNTY OF LAMBTON	33381 PROPERTY STANDARDS	05-14-20	05-14-20	9.82
		Account Total			1,242.48
		Department Total			8,286.42
<b>RUP - GRAVEL PATCH</b>					
01-0516-7401	003324 CHRIS REGIER TRUCKING	129CR GRAVEL	05-12-20	05-12-20	327,802.24
		Department Total			327,802.24
<b>RT&amp;M - LITTER/GARBAGE PICKUP</b>					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0381835-0676-5 BIN RENTAL	05-04-20	05-04-20	96.54
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0382866-0676-9 BIN RENTAL	05-28-20	05-28-20	94.87
		Account Total			191.41
		Department Total			191.41
<b>RT&amp;M - SIGNS</b>					
01-0550-7301	000285 THE SIGN GUY II	5706 STICKERS FOR DISCOVERY SIGNS	05-12-20	05-12-20	282.50
		Department Total			282.50
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	2620 4674-0520 HYDRO	05-25-20	05-25-20	17.90
		Department Total			17.90
<b>OVERHEAD</b>					

## Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	MAY2020 SUNLIFE BENEFITS	05-01-20	05-01-20	2,804.45
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	90099 COVERALLS	05-28-20	05-28-20	130.80
01-0560-7150	000279 BMO BANK OF MONTREAL	05-2020 WHMIS TRAINING	05-08-20	05-08-20	100.30
01-0560-7301	000018 CLOVER MART	MAY2020 OFFICE SUPPLIES	05-28-20	05-28-20	75.57
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	100601772-0520 PHONE	05-06-20	05-06-20	0.19
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	146.80
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	120.27
		Account Total			267.26
01-0560-7304	000048 WATFORD HOME HARDWARE / CARIS HARDV	128882 HOSE	05-12-20	05-12-20	92.64
01-0560-7304	000168 WATFORD AUTO PARTS	5329-195155 FILTERS, HITCH	05-12-20	05-12-20	30.74
01-0560-7304	000048 WATFORD HOME HARDWARE / CARIS HARDV	60134 HOSE ENDS	05-12-20	05-12-20	18.05
01-0560-7304	000076 PRAXAIR DISTRIBUTION	96135205 LEASE ON TANKS	05-28-20	05-28-20	338.38
		Account Total			479.81
01-0560-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	065791 WATER	05-08-20	05-08-20	93.00
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-0520 HYDRO	05-20-20	05-20-20	403.33
01-0560-7306	000100 MCNAUGHTON HOME HARDWARE CENTRE	282923 WATER	05-04-20	05-04-20	7.38
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	6362-0420 HYDRO	05-06-20	05-06-20	237.34
		Account Total			741.05
01-0560-7310	000131 BEARCOM CANADA CORP	5020296 GPS	05-12-20	05-12-20	305.10
01-0560-7340	000279 BMO BANK OF MONTREAL	05-2020 HAND SANITIZER	05-08-20	05-08-20	29.95
01-0560-7340	000112 NUTECH PEST SERVICES	9704 PEST CONTROL	05-28-20	05-28-20	47.46
		Account Total			77.41

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7398	000074 MACKENZIE OIL LIMITED	0123871 FUEL	05-28-20	05-28-20	2,665.65
Department Total					7,647.40
<b>11 INTERNATIONAL</b>					
01-0603-7372	003136 NAPA GLENCOE	130-452054 FILTERS	05-28-20	05-28-20	58.97
01-0603-7372	000168 WATFORD AUTO PARTS	5329-195155 FILTERS, HITCH	05-12-20	05-12-20	106.39
Account Total					165.36
Department Total					165.36
<b>97 CAT GRADER</b>					
01-0610-7372	003068 SARNIA TIRE INC.	S132229 TIRE REPAIRS	05-12-20	05-12-20	175.15
Department Total					175.15
<b>93 CAT GRADER</b>					
01-0611-7372	003136 NAPA GLENCOE	130-452054 FILTERS	05-28-20	05-28-20	64.95
01-0611-7372	003068 SARNIA TIRE INC.	S132229 TIRE REPAIRS	05-12-20	05-12-20	214.14
Account Total					279.09
Department Total					279.09
<b>17 FORD 4X4</b>					
01-0620-7372	000168 WATFORD AUTO PARTS	5329-195155 FILTERS, HITCH	05-12-20	05-12-20	34.14
01-0620-7372	000168 WATFORD AUTO PARTS	5329-195212 CORE CREDIT	05-12-20	05-12-20	-18.00
Account Total					16.14
Department Total					16.14
<b>11 GMC PICKUP</b>					
01-0621-7372	000068 KAL TIRE	873089734 TIRE REPAIR	05-28-20	05-28-20	43.14
01-0621-7372	000068 KAL TIRE	873089846 TIRE REPAIR	05-28-20	05-28-20	37.08
Account Total					80.22
Department Total					80.22
<b>19 FORD 4x4 PICKUP</b>					
01-0622-7372	000168 WATFORD AUTO PARTS	5329-195155 FILTERS, HITCH	05-12-20	05-12-20	46.27

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>Department Total</b>					46.27
<b>DEERE TRACTOR LOADER</b>					
01-0630-7372	003068 SARNIA TIRE INC.	S132229 TIRE REPAIRS	05-12-20	05-12-20	259.90
<b>Department Total</b>					259.90
<b>CASE BACKHOE</b>					
01-0631-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT38525 OIL, PIN	05-12-20	05-12-20	216.40
<b>Department Total</b>					216.40
<b>KUBOTA TRACTOR</b>					
01-0633-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER ECIR05713	WASHER RETURN	05-28-20	05-28-20	-33.18
<b>Department Total</b>					-33.18
<b>SMALL ENGINE EQUIPMENT</b>					
01-0634-7372	000136 PODOLINSKY EQUIPMENT LTD	183826 HEAD FOR WEED EATER	05-28-20	05-28-20	40.43
01-0634-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT38525 OIL, PIN	05-12-20	05-12-20	21.01
<b>Account Total</b>					61.44
<b>Department Total</b>					61.44
<b>STREET LIGHTING - ALVINSTON</b>					
01-0751-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004677869 ELECTRICITY CHARGES	05-26-20	05-26-20	787.43
<b>Department Total</b>					787.43
<b>SANITARY SEWER SYSTEM</b>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	149.28
01-0810-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	200000349062 ELECTRICITY CHARGES	05-22-20	05-22-20	1,729.95
01-0810-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672016 ELECTRICITY CHARGES	05-22-20	05-22-20	111.76
<b>Account Total</b>					1,841.71
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000206667 SLUDGE REMOVAL	05-28-20	05-28-20	437.31
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	92891100 ALUMINUM SULPHATE	05-28-20	05-28-20	1,051.28
01-0810-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000001284 SANITARY BACK UPS	05-12-20	05-12-20	1,566.25



# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					3,054.84
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000001526 OPERATIONS CONTRACT	05-08-20	05-08-20	9,081.93
Department Total					14,127.76
<b>INWOOD SEWER SYSTEM</b>					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	49.76
01-0811-7306	000002 ENBRIDGE GAS / UNION GAS	268-0619-0520 NATURAL GAS HEATING	05-22-20	05-22-20	25.43
01-0811-7306	000014 HYDRO ONE NETWORKS INC.	7692-0530 HYDRO	05-22-20	05-22-20	228.51
01-0811-7306	000014 HYDRO ONE NETWORKS INC.	8282 6752-0520 HYDRO	05-25-20	05-25-20	521.04
Account Total					774.98
01-0811-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000001284 SANITARY BACK UPS	05-12-20	05-12-20	823.75
Department Total					1,648.49
<b>WATERWORKS SYSTEM</b>					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	49.76
01-0830-7305	000014 HYDRO ONE NETWORKS INC.	6857-0420 HYDRO	05-06-20	05-06-20	96.13
01-0830-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004671956 ELECTRICITY CHARGES	05-22-20	05-22-20	1,045.94
01-0830-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672013 ELECTRICITY CHARGES	05-22-20	05-22-20	75.14
Account Total					1,121.08
01-0830-7432	003270 WOLSELEY CANADA INC	9294974 COOP METER	05-12-20	05-12-20	3,636.91
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000001526 OPERATIONS CONTRACT	05-08-20	05-08-20	8,094.28
Department Total					12,998.16
<b>WASTE COLLECTION</b>					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	24907 CO-COLLECTION-TRASH-MAY	05-06-20	05-06-20	6,169.73
Department Total					6,169.73

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ALVINSTON COMMUNITY CENTRE</b>					
01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	MAY2020 SUNLIFE BENEFITS	05-01-20	05-01-20	903.01
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	90091 UNIFORMS	05-28-20	05-28-20	240.68
01-1635-7150	000279 BMO BANK OF MONTREAL	05-2020 WHMIS TRAINING	05-08-20	05-08-20	40.10
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	112.13
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0520 PHONE & INTERNET SERVICE	05-06-20	05-06-20	131.48
		Account Total			243.61
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	066193 WATER & SEWER	05-08-20	05-08-20	610.10
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	066194 WATER & SEWER	05-08-20	05-08-20	460.17
01-1635-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004671957 ELECTRICITY CHARGES	05-22-20	05-22-20	74.15
01-1635-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004671958 ELECTRICITY CHARGES	05-22-20	05-22-20	35.23
01-1635-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004679032 ELECTRICITY CHARGES	05-26-20	05-26-20	1,038.11
		Account Total			2,217.76
01-1635-7340	002357 SOUTHWEST DOORS & HARDWARE	00093133 REPAIR DOORS	05-26-20	05-26-20	226.00
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	128280 TRAYS, ROLLERS	05-12-20	05-12-20	7.63
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	128551 PAINT	05-12-20	05-12-20	40.66
01-1635-7340	003029 MEGA-LAB	155342 CLEANER	05-12-20	05-12-20	261.03
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	1994 DUMPSTER	05-12-20	05-12-20	311.32
01-1635-7340	000074 MACKENZIE OIL LIMITED	310703 VACUUM GAUGE REPAIR	05-12-20	05-12-20	245.77
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	4380 PAINT, BRUSHES	05-12-20	05-12-20	371.58
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	4507 PAINT	05-12-20	05-12-20	357.85
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	452634 BAGS	05-12-20	05-12-20	18.63
		Account Total			1,840.47

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7341	000074 MACKENZIE OIL LIMITED	0123871 FUEL	05-28-20	05-28-20	282.71
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1092358 SHUT DOWN	05-12-20	05-12-20	442.06
<b>Department Total</b>					<b>6,210.40</b>
<b>INWOOD COMMUNITY CENTER</b>					
01-1639-7306	000014 HYDRO ONE NETWORKS INC.	9863-0520 HYDRO	05-22-20	05-22-20	28.30
<b>Department Total</b>					<b>28.30</b>
<b>ALVINSTON LIBRARY</b>					
01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	066128 WATER & SEWER	05-08-20	05-08-20	162.00
01-1641-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672015 ELECTRICITY CHARGES	05-22-20	05-22-20	112.22
<b>Account Total</b>					<b>274.22</b>
<b>Department Total</b>					<b>274.22</b>
<b>INWOOD LIBRARY</b>					
01-1642-7306	000014 HYDRO ONE NETWORKS INC.	3530-0520 HYDRO	05-22-20	05-22-20	70.36
01-1642-7309	000002 ENBRIDGE GAS / UNION GAS	199-8300-0520 NATURAL GAS HEATING	05-22-20	05-22-20	63.37
<b>Department Total</b>					<b>133.73</b>
<b>PLANNING &amp; ZONING</b>					
01-1810-7101	002996 NANCY FAFLAK	MAY2020 COA	05-28-20	05-28-20	200.00
01-1810-7101	003114 CHRISTA SAWYER	MAY2020 COA	05-28-20	05-28-20	200.00
01-1810-7101	003202 DOUG SMITH	MAY2020 COA	05-28-20	05-28-20	200.00
<b>Account Total</b>					<b>600.00</b>
<b>Department Total</b>					<b>600.00</b>
<b>COMMERCIAL &amp; INDUSTRIAL</b>					
01-1820-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	250004672017 ELECTRICITY CHARGES	05-22-20	05-22-20	109.10
01-1820-7399	002832 BAS-TIM INC.	281 HANGING BASKETS	05-28-20	05-28-20	3,346.10
<b>Department Total</b>					<b>3,455.20</b>

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>AGRICULTURE &amp; REFORESTATION</b>						
01-1840-7455	000113	R DOBBIN ENGINEERING INC	54.20 DRAINAGE SUPERINTENDENT	05-14-20	05-14-20	2,900.43
Department Total						2,900.43
<b>ADMINISTRATION</b>						
20-0250-7401	003275	STRATHROY WELDING & REPAIRS	179354 FABRICATE & INSTALL RAILING	05-29-20	05-29-20	19,888.00
Department Total						19,888.00
<b>ROAD CONSTRUCTION</b>						
20-0510-7301	003316	WOOD ENVIRONMENTAL & INFRASTRUCTURE	GS9152 COMPACTION TESTS	05-12-20	05-12-20	970.44
Department Total						970.44
<b>MAJOR CULVERT REPLACEMENTS</b>						
20-0513-7432	003141	ATLANTIC INDUSTRIES LIMITED	INV58840 CULVERT ROKEBY	05-28-20	05-28-20	11,024.81
20-0513-7432	003141	ATLANTIC INDUSTRIES LIMITED	INV58843 CULVERT ROKEBY	05-28-20	05-28-20	11,024.81
Account Total						22,049.62
20-0513-7433	003141	ATLANTIC INDUSTRIES LIMITED	INV58771 CULVERT SHILOH & SUTORVILLE	05-28-20	05-28-20	12,925.05
20-0513-7433	003141	ATLANTIC INDUSTRIES LIMITED	INV58775 CULVERT-SHILOH & SUTORVILLE	05-28-20	05-28-20	14,863.82
Account Total						27,788.87
Department Total						49,838.49
<b>ALVINSTON ROADS/STORM SEWERS</b>						
20-0515-7401	003304	H.E. CONSTRUCTION INC.	BA1-02 LORNE STREET PROJECT	05-12-20	05-12-20	173,238.20
Department Total						173,238.20
<b>ALVINSTON</b>						
20-0540-7431	000113	R DOBBIN ENGINEERING INC	36.20 INSPECTION	05-12-20	05-12-20	16,189.51
20-0540-7431	000113	R DOBBIN ENGINEERING INC	51.20 INSPECTION	05-12-20	05-12-20	16,567.38
Account Total						32,756.89
Department Total						32,756.89
<b>SEWAGE TREATMENT PLANT</b>						

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-0811-8050	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000001301 EFFLUENT AUTO-SAMPLERS	05-12-20	05-12-20	19,142.69
Department Total					19,142.69
<b>MUNICIPAL DRAINS - MAINTENANCE</b>					
20-2900-7401	003323 DEREK BUTLER	03 PRAY DRAIN	05-06-20	05-06-20	150.00
20-2900-7401	002022 E.S. HUBBELL HIGHWAY AND DRAINAGE	1020530 ELLIOT TAIT DRAIN	05-29-20	05-29-20	3,014.84
20-2900-7401	003291 GREG DRURY	14 WATSON DRAIN	05-04-20	05-04-20	200.00
20-2900-7401	002135 MCNALLY EXCAVATING LTD	219 6-7 SIDEROAD DRAIN	05-27-20	05-27-20	1,582.00
20-2900-7401	002135 MCNALLY EXCAVATING LTD	221 MCVICAR DRAIN	05-27-20	05-27-20	2,926.70
20-2900-7401	002823 KT EXCAVATING	328 PRAY DRAIN	05-15-20	05-15-20	429.40
20-2900-7401	002823 KT EXCAVATING	329 MACKELLAR-WERDEN DRAIN	05-15-20	05-15-20	452.00
20-2900-7401	002823 KT EXCAVATING	330 MCKELLAR WERDEN DRAIN	05-15-20	05-15-20	415.84
20-2900-7401	002823 KT EXCAVATING	331 DOLBEAR-GRAY DRAIN	05-15-20	05-15-20	470.08
20-2900-7401	002823 KT EXCAVATING	334 FERGUSON DRAIN	05-15-20	05-15-20	2,227.23
20-2900-7401	000323 KEN ALDERMAN	4058 ZIMMERMAN DRAIN	05-28-20	05-28-20	3,902.59
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	469 WATT CRAN DRAIN	05-12-20	05-12-20	1,460.75
Account Total					17,231.43
Department Total					17,231.43
Total Paid Invoices					775,706.69
Total Unpaid Invoices					5,926.41
Total Invoices					781,633.10

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
---------	--------------------	---------------------------------	--------------	------------	-------------

### Department Summary

01-0000	ASSETS & LIABILITIES	22,645.41
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0241	COUNCIL SUPPORT	1,125.25
01-0250	CORPORATE MANAGEMENT	5,037.55
01-0410	FIRE SERVICES	356.18
01-0411	FIRE STATION - ALVINSTON	3,739.18
01-0412	FIRE STATION - INWOOD	7,241.04
01-0420	POLICE	34,018.84
01-0440	PROTECTIVE INSPECTION & CONTROL	8,286.42
01-0516	RUP - GRAVEL PATCH	327,802.24
01-0549	RT&M - LITTER/GARBAGE PICKUP	191.41
01-0550	RT&M - SIGNS	282.50
01-0551	RT&M - INTERSECTION LIGHTING	17.90
01-0560	OVERHEAD	7,647.40
01-0603	11 INTERNATIONAL	165.36
01-0610	97 CAT GRADER	175.15
01-0611	93 CAT GRADER	279.09
01-0620	17 FORD 4X4	16.14
01-0621	11 GMC PICKUP	80.22
01-0622	19 FORD 4x4 PICKUP	46.27
01-0630	DEERE TRACTOR LOADER	259.90
01-0631	CASE BACKHOE	216.40
01-0633	KUBOTA TRACTOR	-33.18
01-0634	SMALL ENGINE EQUIPMENT	61.44
01-0751	STREET LIGHTING - ALVINSTON	787.43
01-0810	SANITARY SEWER SYSTEM	14,127.76
01-0811	INWOOD SEWER SYSTEM	1,648.49
01-0830	WATERWORKS SYSTEM	12,998.16
01-0840	WASTE COLLECTION	6,169.73
01-1635	ALVINSTON COMMUNITY CENTRE	6,210.40
01-1639	INWOOD COMMUNITY CENTER	28.30
01-1641	ALVINSTON LIBRARY	274.22
01-1642	INWOOD LIBRARY	133.73
01-1810	PLANNING & ZONING	600.00
01-1820	COMMERCIAL & INDUSTRIAL	3,455.20
01-1840	AGRICULTURE & REFORESTATION	2,900.43
20-0250	ADMINISTRATION	19,888.00
20-0510	ROAD CONSTRUCTION	970.44
20-0513	MAJOR CULVERT REPLACEMENTS	49,838.49
20-0515	ALVINSTON ROADS/STORM SEWERS	173,238.20
20-0540	ALVINSTON	32,756.89
20-0811	SEWAGE TREATMENT PLANT	19,142.69

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 05-01-20 to 05-31-20 Paid Invoices Cheque Date 05-01-20 to 05-31-20

Account	Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Item Description	Entry Date	Item Amount
	20-2900				MUNICIPAL DRAINS - MAINTENANCE		17,231.43
Report Total							781,633.10

**Municipality of Brooke-Alvinston**  
**Regularly Supported Organizations**

<u>Organization</u>	<u>Annual Support</u>	<u>Already Paid/approved for 2020</u>	<u>Number of Years Supported</u>
Alvinston Silverstick	\$ 210		>10
Brooke-Alvinston Agricultural Society (Fair board)	\$ 550		>10
Brooke-Alvinston Skating Carnival	\$ 25	Y	9
Central Lambton Family Health (Recruitment Committee)	\$ 300	Y	8
Christmas for Everyone - Petrolia	\$ 200		4
Lambton County 4H Association	\$ 250	Y	8
Lambton County Farm Safety Association	\$ 200		>10
Lambton County Historical Society	\$ 50	Y	>10
Mt. Carmel Cemetery	\$ 150	Y	>10
Quad County Support Services	\$ 330		10
Royal Canadian Legion - Poppy Fund	\$ 50		>10
Saunders Cemetery	\$ 150		10
St. James Cemetery	\$ 150		>10
Watford Silverstick	\$ 40		>10
Watford/Alvinston Road Race	\$ 150	Y	5
Total	<u>\$ 2,805</u>		





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Inwood Wastewater Rate Analysis  
**Meeting:** Council - 11 Jun 2020  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council approve an annual 2% wastewater rate increase for Inwood property owners, commencing January 1, 2021; and that the annual 2% rate increase continue indefinitely unless the Inwood wastewater system 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".

The Inwood wastewater is collected in Inwood and then pumped from Inwood to Alvinston where it enters the Alvinston north pumping station and is pumped from there into the gravity feed system until it reaches the Alvinston south pumping station and is pumped from there to the Alvinston wastewater treatment plant where it is treated. Inwood's wastewater rates must cover the cost of its own system, plus its share of the costs of Alvinston's system and provide for future repairs and replacement of wastewater assets.

The charges for operations rates have remained stable for the past couple of years. However, as time passes, the costs of operating the system 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.

### Comments:

The attached Table summarizes four key financial elements under different rate increase scenarios for the years 2020 through 2030 for the Inwood Wastewater System.

The Annual Surplus/ (Deficit) shows the extent to which the system's rates cover the costs of operations and provide for future asset replacement under each scenario.

The Cash Reserves/(Deficit) shows the systems ability to generate cash after paying all cash expenses under each scenario.

The systems Net Assets/(Net Debt) shows that the system has resources to deal with future capital and other needs, if it's positive; if negative, it shows that past capital and other investments have been financed from future revenues under each scenario.

Lastly the Operating cost per user shows the Annual fees charged per connected user of the system under each scenario.

**Financial Considerations:**

The Table shows that a 2% annual increase in the Inwood wastewater rates should keep the system viable throughout the study period.

**ATTACHMENTS:**

[Inwood Wastewater System Rate Analysis Table](#)

Municipality of Brooke-Alvinston  
Wastewater Rate Analysis - Inwood System

		<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>
<b>Scenario 1 - No Change in Rates</b>												
Annual Surplus (Deficit)		(6,082)	(5,465)	(5,743)	(5,259)	21,489	21,845	21,308	21,585	20,896	21,168	(40,524)
Cash Reserves (Deficit)		7,389	15,577	23,676	32,457	41,065	50,246	59,118	68,504	77,453	87,016	49,033
Net Assets (Net Debt)		(329,314)	(285,084)	(241,132)	(196,696)	(152,641)	(108,230)	(64,356)	(20,206)	23,257	66,991	49,033
Operating cost per user		630	630	630	630	630	630	630	630	630	630	630
<b>Scenario 2 - 1% Annual Increase in Rates</b>												
Annual Surplus (Deficit)		(6,082)	(4,879)	(4,565)	(3,484)	23,868	24,834	24,913	25,811	25,751	26,657	(34,394)
Cash Reserves (Deficit)		7,389	16,163	25,440	35,995	46,982	59,152	71,629	85,242	99,045	114,097	82,244
Net Assets (Net Debt)		(329,314)	(284,498)	(239,368)	(193,158)	(146,724)	(99,324)	(51,845)	(3,468)	44,849	94,072	82,244
Operating cost per user		630	636	643	649	656	662	669	675	682	689	696
<b>Scenario 3 - 2% Annual Increase in Rates</b>												
Annual Surplus (Deficit)		(6,082)	(4,293)	(3,376)	(1,673)	26,319	27,943	28,700	30,296	30,953	32,598	(27,693)
Cash Reserves (Deficit)		7,389	16,749	27,215	39,581	53,019	68,298	84,562	102,659	121,665	142,657	117,505
Net Assets (Net Debt)		(329,314)	(283,912)	(237,593)	(189,572)	(140,687)	(90,178)	(38,912)	13,949	67,469	122,632	117,505
Operating cost per user		630	643	655	669	682	696	709	724	738	753	768
<b>Scenario 4 - 3% Annual Increase in Rates</b>												
Annual Surplus (Deficit)		(6,082)	(3,707)	(2,174)	174	28,843	31,177	32,678	35,053	36,526	39,024	(20,374)
Cash Reserves (Deficit)		7,389	17,335	29,002	43,216	59,178	77,690	97,931	120,786	145,364	172,783	154,949
Net Assets (Net Debt)		(329,314)	(283,326)	(235,806)	(185,937)	(134,529)	(80,786)	(25,543)	32,076	91,168	152,758	154,949
Operating cost per user		630	649	668	688	709	730	752	775	798	822	847
<b>Scenario 5 - 4% Annual Increase in Rates</b>												
Annual Surplus (Deficit)		(6,082)	(3,121)	(962)	2,057	31,442	34,540	36,854	40,096	42,492	45,971	(12,385)
Cash Reserves (Deficit)		7,389	17,921	30,801	46,898	65,459	87,334	111,752	139,650	170,194	204,560	194,716
Net Assets (Net Debt)		(329,314)	(282,740)	(234,007)	(182,255)	(128,247)	(71,142)	(11,722)	50,940	115,998	184,535	194,716
Operating cost per user		630	655	681	709	737	767	797	829	862	897	933
<b>Scenario 6 - 5% Annual Increase in Rates</b>												
Annual Surplus (Deficit)		(6,082)	(2,535)	263	3,976	34,117	38,034	41,235	45,437	48,871	53,471	(3,676)
Cash Reserves (Deficit)		7,389	18,507	32,612	50,628	71,864	97,233	126,032	159,271	196,194	238,060	236,924
Net Assets (Net Debt)		(329,314)	(282,154)	(232,196)	(178,525)	(121,842)	(61,243)	2,558	70,561	141,998	218,035	236,924
Operating cost per user		630	662	695	729	766	804	844	886	931	977	1,026