



# AGENDA

## Council Meeting

4:00 PM - Thursday, July 23, 2020  
Virtual - Zoom Technology

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# MINUTES

## Council -Special Meeting

4:00 PM - Wednesday, July 8, 2020

Virtual Council Meeting Via Zoom

The Council -Special of the Brooke-Alvinston was called to order on Wednesday, July 8, 2020, at 4:00 PM, in the Virtual Council Meeting Via Zoom, 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 Fire Chief Jeff McArthur

**Regrets:**

### 1 CALL TO ORDER

The Mayor called the meeting to order at 4:00 p.m.. Shortly after, power was lost due to the outside storm. After a few moments, the group was reassembled via telephone and video conferencing

### 2 DISCLOSURE OF PECUNIARY INTEREST

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

### 3 STAFF REPORTS

a) Inwood Station Considerations regarding Firehouse 33 Study

The Mayor noted that the Clerk Administrator had forwarded a resolution to Council that was recently made at the Dawn-Euphemia Council meeting. The resolution read:

*That the Fire Chief (Dawn-Euphemia) prepare a report to Council for the July 20th Council meeting, reviewing the feasibility of the Dawn-Euphemia Fire Department assuming first responder responsibility to the former Dawn-Euphemia / Inwood Fire Service Response Area.*

Councillor Nemcek noted that he was in favour of building an addition onto the Inwood Library to accommodate fire apparatus and questioned if the input of the fire members was received on this.

Councillor Armstrong noted that he did not support the building of a new hall but rather two options:

- i) no service in the Inwood area (as per the consultant report) or
- ii) work with the IFA to obtain ownership of the Inwood Fire Hall

Mayor Ferguson noted that a letter had been previously sent to the IFA that should they be interested in selling the hall to the Municipality they let the Municipality know by a certain date (February 28, 2020)

Councillor Deans noted that a meeting of the IFA is planned for the near future and changes could be coming.

Councillor Douglas made the following motion:

**RESOLUTION-2020-003**

Councillor Jeannette Douglas made a motion that the report presented by Fire Chief Jeff McArthur and Training Officer Steve Knight be received and filed; and that further Council discussions occur when the Dawn-Euphemia Council discuss their feasibility report of taking over the Inwood Fire Area, the complete consultant report is received and the IFA meet. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**4 ADJOURNMENT**

The meeting adjourned at 4:30 p.m.

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Clerk-Administrator

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Mayor



# MINUTES

## Council Meeting

4:00 PM - Thursday, July 9, 2020  
Virtual - Zoom Technology

The Council of the Brooke-Alvinston was called to order on Thursday, July 9, 2020, at 4:00 PM, in the Virtual - Zoom Technology, with the following members present:

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

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

**Regrets:**

### 1 CALL TO ORDER

- a) Mayor Ferguson called the meeting to order at 4:02 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 Council Meeting Minutes of June 25, 2020

#### RESOLUTION-2020-191

Deputy Mayor Frank Nemcek made a motion to accept the minutes from the June 25, 2020 meeting as presented. Councillor Jamie Armstrong seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

### 5 DELEGATIONS & TIMED EVENTS

- a) There were no delegations at this meeting.

### 6 CORRESPONDENCE

- a) Information Only

#### RESOLUTION-2020-192

Councillor Wayne Deans made a motion that the information only correspondence be received and filed. Councillor Jeannette Douglas seconded the motion.

**Carried**

- b) Town of Petrolia - SCRCA Drain Enclosure Policy

#### RESOLUTION-2020-193

Councillor Wayne Deans made a motion that the Municipality of Brooke-Alvinston supports the Town of Petrolia's resolution that the Drain Enclosure

Policy put into effect by the S.C.R.C.A. be rescinded or reviewed when regarding consideration of existing channels including those constructed under the Drainage Act and privately. Councillor Jamie Armstrong seconded the motion.

**Carried**

- c) City of Sarnia - Long Term Care Home Improvements

**RESOLUTION-2020-194**

Deputy Mayor Frank Nemcek made a motion that the Municipality of Brooke-Alvinston supports the City of Sarnia's resolution for the Ontario Government to make Improvements to Long Term Care Homes. Councillor Jeannette Douglas seconded the motion.

**Carried**

- d) Demand the Right Coalition of Municipalities - Municipal Landfill Approval Rights

**RESOLUTION-2020-195**

Councillor Jeannette Douglas made a motion that the Municipality of Brooke-Alvinston supports the Demand the Right Coalition's resolution for the Ontario Government to provide municipalities with the right to approve private sector landfill proposals that impact our communities. Councillor Jamie Armstrong seconded the motion.

**Carried**

- e) County of Lambton - Blue Box Program

**RESOLUTION-2020-196**

Councillor Jamie Armstrong made a motion that the Municipality of Brooke-Alvinston supports the County of Lambton's resolution to ensure that municipalities with a population of less than 5000 will still receive the Blue Box recycling program. Councillor Jeannette Douglas seconded the motion.

**Carried**

## **7 STAFF REPORTS**

- a) Clerk Administrator's Report: 2019 / 2020 Drinking Water Inspection Report

**RESOLUTION-2020-197**

Councillor Wayne Deans made a motion that the Alvinston Distribution System Inspection Report (DWS # 260041070) be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- b) Public Works Manager's Report (Verbal): Letter from Resident re: Traffic Speed on Shiloh Line

The Public Works Manager spoke to the complaint received from the resident.

He also stated that work will be starting the week of July 13th on Shiloh Line from Nauvoo Road to A.W. Conservation to replace culverts.

**RESOLUTION-2020-198**

Deputy Mayor Frank Nemcek made a motion that staff be directed to contact the O.P.P. to request an increase in police presence and to provide a report on possible solutions to rectify the speeding issues on Shiloh Line. Councillor Jeannette Douglas seconded the motion.

**Carried**

- c) Treasurer's Report: Accounts Payable Listing - June 2020

**RESOLUTION-2020-199**

Councillor Jeannette Douglas made a motion that Council receive and file the Accounts Payable Listing for June 2020. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) Treasurer's Report: Council Room Layout and Presentation Recommendations

The Treasurer provided a detailed diagram of the proposed layout of the Council Chambers.

**RESOLUTION-2020-200**

Councillor Jeannette Douglas made a motion that Council direct staff to purchase a 75" television and a rolling stand. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- e) Fire Chief's Report

**RESOLUTION-2020-201**

Councillor Wayne Deans made a motion that the Fire Chief's monthly report be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- f) Drainage Superintendent's Report: Drainage Maintenance Request

**RESOLUTION-2020-202**

Councillor Jeannette Douglas made a motion that Council approve the requests for drain maintenance and that staff proceed with the repairs. Councillor Wayne Deans seconded the motion.

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

- a) Appointment By-law: Part Time Fire Chief

**RESOLUTION-2020-203**

Deputy Mayor Frank Nemcek made a motion be it resolved that By-law Number 24 of 2020 be taken as read a first and second time and finally passed this 9th day of July, 2020. Councillor Jeannette Douglas seconded the motion.

**Carried**

- b) By-law to impose User Fees or Charges for Water & Wastewater

**RESOLUTION-2020-204**

Councillor Jeannette Douglas made a motion be it resolved that By-law 25 of 2020 be taken as read a first and second time and finally passed this 9th day of July, 2020. Councillor Jamie Armstrong seconded the motion.

**Carried****9 NEW BUSINESS****10 CLOSED SESSION**

- a) The reasons for the in camera meeting were:  
i) Personnel matters about an identifiable individual including employees (section 239 (2) (b))

ii) A proposed or pending acquisition or disposition of land

**RESOLUTION-2020-205**

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston move into a Closed Session meeting. Councillor Jamie Armstrong seconded the motion.

**Carried**

**11 RISE AND REPORT**

The Clerk Administrator was asked to rise and report. She noted that a closed session was held to discuss personal matters about an identifiable individual including employees and a proposed or pending acquisition or disposition of land. She advised that staff were directed to finalize the offer of the Parks & Recreation Supervisor position, proceed as directed with the property standards complaints and other written and signed complaints received.

**12 BY-LAW CONFIRMING PROCEEDINGS**

Confirming By-law

**RESOLUTION-2020-206**

Councillor Jamie Armstrong made a motion made a motion that the confirming By-law be read a first, second and third time and finally passed this 9th day of July, 2020. Councillor Wayne Deans seconded the motion.

**Carried**

**13 ADJOURNMENT**

Councillor Nemcek moved to adjourn the meeting at 5:13 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*

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Re: Application for Beverly Cooper, in respect of  
Lot 17, Plan 5; municipally known as 6550 James Street in Inwood, ON  
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 July 9, 2020 (virtually).

**DECISION:**

GRANTED – Relief to allow an accessory building to be located on a lot before a dwelling is constructed.

**RELIEF GRANTED WITH CONDITIONS:**

- i) That written permission for the accessory dwelling be received from the St. Clair Region Conservation Authority prior to any additional work being resumed.
- ii) That a building permit must be obtained for the storage shed
- iii) That the storage shed must be removed from the property if construction of a new dwelling has not commenced within 12 months of the approval of this variance.
- iv) That the storage shed must be located at least 1 metre from the side lot line unless the two lots owned by the applicant are merged.
- v) That the septic on the property be decommissioned and connections completed to municipal servicing; that the well be inspected and all recommendations from the Building Inspector be adhered to.
- vi) If the applicants proposal to merge the two lots fails approval by Municipal Council, the storage shed will be required to be moved a minimum of 1 m from the lot line.
- vii) That the storage shed be only used to store items personally owned by the property owner.

**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 9th day of July, 2020.

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



# MINUTES

## Committee of Adjustment Meeting

9:00 AM - Tuesday, May 26, 2020  
[Virtual Meeting]

The Committee of Adjustment of the Brooke-Alvinston was called to order on Tuesday, May 26, 2020, at 9:00 AM, in the Electronic Meeting, with the following members present:

**Council Present:** Committee Member Nancy Faflak, Deputy Mayor Frank Nemcek, Committee Member Christa Sawyer, Committee Member Doug Smith, and Councillor Wayne Deans

**Staff Present:** Administrative Assistant Darlene Paolucci and Clerk Administrator Janet Denkers

**Regrets:**

### 1 CALL TO ORDER

Chair Nancy Faflak called the meeting to order at 9:00 a.m.. This was the first virtual meeting of the Committee of Adjustment.

### 2 DISCLOSURE OF PECUNIARY INTEREST

Chair Nancy Faflak requested that any pecuniary interest be declared at the appropriate time.

### 3 MINUTES

a) Meeting Minutes of March 10, 2020

#### RESOLUTION-2020-003

Deputy Mayor Frank Nemcek made a motion that the Committee of Adjustment approve the March 10, 2020 minutes as presented. Committee Member Doug Smith seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

### 5 NEW BUSINESS

a) Minor Variance Application A-003/20

Chris & Lindsay McLean  
Con. 12 West 1/2 Lot 21

The Secretary - Treasurer requested those present to hear the application state their names. Chris McLean was present via telephone.

The applicants have requested relief from provisions of the Brooke-Alvinston Zoning By-law 9 of 2013 to construct a new dwelling. The Zoning By-law requires a Minimum Distance Separation of 572 metres between the proposed dwelling and a barn. The proposed dwelling will be located approximately 375 metres from the barn.

The Secretary-Treasurer advised that meeting notices were sent by regular mail to all properties within 120 m of the subject property and to the prescribed agencies, posted on the municipal website and in the municipal office.

The County Planner reviewed his submitted report. The Planning Department

had no objections to the approval of this application.

**RESOLUTION-2020-004**

Deputy Mayor Frank Nemcek made a motion that the Committee of Adjustment approve the minor variance. Councillor Wayne Deans seconded the motion.

**Carried**

**b) Minor Variance Application A004/20**

Katelyn Buurma (Megan Primeau - Agent)  
7299 Churchill Line

Roger Buurma and Megan Primeau were present to hear the application via telephone.

This application is related to Application B-05/19 which was approved by the Committee of Adjustment in October, 2019. The subject property is zoned "Agricultural 1 (A1)" and the "A1" zone requires agricultural lots to have a minimum frontage of 150 metres (492 feet) and a minimum area of 38 hectares (93.9 acres). The completion of Application B-05/19 will result in the agricultural lot's frontage being reduced from 74.7 metres (245 feet) to 56.4 metres (185 feet) and its lot area being reduced from 27.1 hectares (66.95 acres) to 26.9 hectares (66.5 acres). Therefore, the Committee's approval of Application B-05/19 included a condition requiring the applicant to obtain minor variances to recognize the further reduction of the non-complying lot frontage and lot area.

The Secretary-Treasurer advised that meeting notices were sent by regular mail to all properties within 120 m of the subject property and to the prescribed agencies, posted on the subject property, in the municipal office and on the municipal website.

The County Planner reviewed his submitted report. The Planning Department has no objections to the approval of this application.

**RESOLUTION-2020-005**

Committee Member Christa Sawyer made a motion that the Committee of Adjustment approve the application. Committee Member Doug Smith seconded the motion.

**Carried**

**c) Consent Application B002/20**

Everett Thorne  
4636 Sutorville Road

Everett & Mary Thorne participated in the meeting via video.

The purpose of the application is to sever off a house and two sheds (approximate lot area size is 2 acres). The retained agricultural parcel would be approximately 93 acres in size and would contain a shop and grain bins.

The Secretary-Treasurer advised that meeting notices were sent by regular mail to all properties within 60 m of the subject property and to the prescribed agencies, in the municipal office and on the municipal website.

The County Planner reviewed his submitted report. The Planning Department supported the application, subject to the following conditions:

- The retained agricultural lot must be rezoned from "A1" to "AND" to prohibit the construction of a dwelling on the lot in the future.
- The applicant must obtain a minor variance to recognize the agricultural lot's reduced area.

**RESOLUTION-2020-006**

Deputy Mayor Frank Nemcek made a motion that the Committee of Adjustment approve the Consent with the conditions cited by the Secretary Treasurer which included

- The retained agricultural lot must be rezoned from "A1" to "AND" to prohibit the construction of a dwelling on the lot in the future.
- The applicant must obtain a minor variance to recognize the agricultural lot's reduced area.
- A drainage apportionment be obtained
- Septic system be reviewed and inspected

Councillor Wayne Deans seconded the motion.

**Carried 3-2 (opposed: Committee Member Christa Sawyer and Committee Member Doug Smith).**

d) **Minor Variance Application A005/20**

Carolynne & Amanda Griffith

4091 Nauvoo Road

The applicant did not participate in the meeting nor did members of the public. (\*\*the applicant called later to inform she was unable to login - she was advised of the decision of the application - no further concerns were noted).

This application is related to Application B-01/20 which was approved by the Committee of Adjustment in March, 2020. The subject property is zoned "Agricultural 1 (A1)" and the "A1" zone requires agricultural lots to have a minimum area of 38 hectares (93.9 acres). The completion of Application B-01/20 will result in the agricultural lot's area being reduced from 19.6 hectares (48.4 acres) to 19 hectares (47 acres).

The "A1" zone requires residential lots to be a maximum of 1.0 hectare (2.47 acres) in size. Application B-01/20 will result in an existing residential lot being increased to 1.2 hectares (3 acres).

Therefore, the Committee's approval of Application B-01/20 included conditions requiring the applicant to obtain minor variances to recognize the agricultural lot's further reduction in size and the residential lot's increased size

The Secretary-Treasurer advised that meeting notices were sent out by regular mail to all properties within 120 m of the subject property and to the prescribed agencies, posted on the subject property, in the municipal office and on the municipal website.

The County Planner reviewed his report. The Planning Department has no objections with the approval of this application.

**RESOLUTION-2020-007**

Councillor Wayne Deans made a motion that the Committee of Adjustment approve the minor variance. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## 6 ADJOURNMENT

The Committee of Adjustment virtual meeting was adjourned at 10:09 a.m.

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Chair

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Secretary Treasurer



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## **NEWS RELEASE**

For Immediate Release

### **Council Highlights**

Wednesday, July 8, 2020

**Wyoming, ON** – Lambton County Council held their regular meeting via videoconference on Wednesday, July 8. At this meeting, Lambton County Council:

- Authorized the approval of a long-term, 20-year lease with Seasons Retirement Communities (Sarnia) GP Inc. for space located in part of the current Bayside Centre. The lease includes an option to purchase the renovated building at a later date.
- Received an update from Lambton County Medical Officer of Health, Dr. Sudit Ranade, regarding the current COVID-19 situation in Lambton County.
- Declared its support and encouragement, for those who are capable to do so, to wear masks that cover their mouth, nose and chin in public indoor settings where physical distancing cannot be achieved.
- Supported a resolution as passed by the Western Ontario Wardens Caucus regarding the expansion of Southwestern Integrated Fibre Technology (SWIFT) to increase broadband access across Southwestern Ontario.
- Endorsed a resolution from the City of Sarnia to request that the Province of Ontario consider Lambton County for their planned guaranteed annual income pilot project.
- Heard that the County, with assistance from the SCRCA and ABCA, will be jointly pursuing retaining a consultant with the Municipality of Lambton Shores and Township of Plympton-Wyoming to assess and project Gypsy Moth infestation areas for 2021 and develop control options, where necessary, that fit into land management goals and outcomes.
- Directed staff to consider options to utilize energy from waste alternatives as part of its overall strategy when updating the County of Lambton Waste Management Master Plan.

**...More**

- Supported a recommendation to advocate for language to be included in the proposed Provincial regulation regarding Blue Box transition to producer responsibility ensuring municipalities under 5,000 continue to receive Blue Box servicing and that current collection and materials service levels will be held as a minimum for future Blue Box servicing.
- Requested staff to prepare a report on costing and building a reserve into the budget for review of the Waste Management Master Plan.
- Approved the additional hours for Registered Staff (one full time equivalent) effective immediately to the Marshall Gowland Manor staff complement.

Council will next meet in Open Session at 9:30 a.m. on Wednesday, September 2, 2020.

-30-

**Please contact:**

**Lisa Brown**

Communications & Marketing Coordinator

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## **NEWS RELEASE**

For Immediate Release

### **County Council Authorizes Bayside Centre Lease Agreement**

Wednesday, July 8, 2020

**Wyoming, ON** - At its meeting earlier today, County Council authorized the Corporation of the County of Lambton to enter a long-term, 20-year lease with Seasons Retirement Communities (Sarnia) GP Inc. for space located in part of the current Bayside Centre, 150 Christina St. N. The lease includes an option for the County of Lambton to purchase the renovated building at a later date.

The lease will see the County of Lambton occupy approximately 56,000 square feet on the main and second floor and another approximately 24,000 square feet on the lower basement floor in a fully renovated building. Renovation work is scheduled to begin in July and is expected to take approximately 18-24 months to complete.

"This is a significant economic project for the County of Lambton and, of course, the downtown core of the City of Sarnia, one not seen in a generation. This will alter the landscape of the downtown, for the better, and may very well act as a catalyst for future investments," said Lambton County Warden Bill Weber.

Members of the public can expect significant changes on the lands where the current Bayside Centre is located. A significant portion of the Bayside Centre is slated for demolition to accommodate Seasons Retirement Communities' planned retirement community project, which is to include two new retirement residential towers and additional assisted-living accommodations.

Operations and services from the County of Lambton and its partners, namely social services, court services and public health programs, will continue to be delivered out of the Bayside Centre while renovations are underway. These operations and services will be delivered in alternate temporary locations within the facility to accommodate the renovation work.

-30-

**Please contact:**

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## **NEWS RELEASE**

For Immediate Release

### **Province of Ontario Announces Lambton County Will Remain in Stage 2**

Monday, July 13, 2020

**Wyoming, ON** - This afternoon, the Government of Ontario announced the first steps of moving parts of the Province into Stage 3 of the Provincial Reopening Framework.

While Lambton continues to perform well in key public health COVID-19 indicators such as lower rates of transmission, increased capacity in hospitals, and progress made in testing, Lambton County is not included in the first group of regions moving into Stage 3 on Friday, July 17.

"This decision is not made at a local level, it is part of the Provincial framework for reopening and made by a team at the provincial level," said Bill Weber, Lambton County Warden. "Knowing that Lambton County entered Stage 2 one week later than many other municipalities in the province, and knowing that generally the province planned for up to four weeks before transitioning to the next stage, we anticipate that Lambton County could transition into Stage 3 as early as next week."

Stage 3 further relaxes the restrictions on public gatherings and aims to open all workplaces responsibly. Details about Stage 3 reopenings can be found on the [Province of Ontario's website](#).

"Now that we know the details of the Province's reopening plan, we encourage all business owners and organizations to take this extra week to carefully review the requirements for reopening and make preparations for opening following the province's guidance documents," said Weber.

Visit [LambtonPublicHealth.ca](http://LambtonPublicHealth.ca) to access current COVID-19 pandemic reporting of cases, outbreaks and related surveillance information.

**-30-**

**Please contact:**

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## **NEWS RELEASE**

For Immediate Release

### **Province Contributes \$1.5 Million to Oversized Load Corridor**

Tuesday, July 14, 2020

**Wyoming, ON** - The Province of Ontario is contributing \$1.5 million to the Oversized Load Corridor (OLC) project, through the Southwestern Ontario Development Fund. This funding will be shared by project partners to implement the \$16.5 million infrastructure improvement project.

"We are pleased that the Province has chosen to join with the County of Lambton, City of Sarnia, the Federal government and local industry in supporting the Oversize Load Corridor Project and its goal of improving the access of local area skills and trades to global markets," said Lambton County Warden Bill Weber.

The OLC will provide a designated route to the Port of Sarnia for the unhindered import, export and shipment of oversized products. The OLC will reduce risk during transport, maximize efficiency between manufacturers and the Port, and will contribute to the growth of the skilled trades and manufacturing sectors in Lambton County.

Work to relocate utilities and improve transportation infrastructure along the OLC began in 2019 and is expected to continue until 2022.

-30-

**Please contact:**

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# COUNTY OF LAMBTON

## 2020-2024 Roads Construction Program



Prepared by: Public Works Department  
County of Lambton

Date: June 2020

## Introduction

The County of Lambton Public Works Department is responsible for the operation and upgrade of approximately 650 kilometres of roads and over 186 bridges and major culverts. The County road network connects Lambton's communities and is critical to the County's economy and quality of life. The objective of the Public Works Department is to ensure the infrastructure that makes up the County road network is maintained and constructed to applicable standards, providing the safe and efficient movement of people and goods throughout the County.



Potential County road projects are reviewed annually during budget planning. Candidate road and bridge projects are prioritized based on a number of variables to determine appropriate treatments and schedules that balance construction costs with infrastructure lifecycle. In addition to design standards and guidelines, as part of the Comprehensive Asset Management Plan, the County has established level of service targets for the road network. To help meet these goals, the County uses a number of rehabilitation techniques to help extend the life of the assets. Environmentally responsible options are employed to best utilize existing resources.

The 2020-2024 Roads Construction Program is a consolidated listing of the County's prioritized road and bridge project list for the next 5-year period. It is intended to be a living document, updated annually, that can be shared to communicate the County's anticipated projects with partner municipalities, stakeholder agencies, and members of the public.

The projects in this Program are selected based on the best and available information at the time of assessment. Many of the variables considered will continue to change as projects develop. Ultimately, future construction will be subject to available funding, design, environmental and agency approvals, property acquisition, and conflicts or partnerships with other municipal projects.

### 2020 PLANNED CONSTRUCTION

Roadway	29 km
Structure Rehabilitations	8
Structure Replacement	1
Partially-Paved Shoulders	9 km



## County of Lambton 2020 Roads Construction Program

### PROPOSED PROJECTS - ROADS 2020

- 1) **County Road 36 (Bickford Line)** - CN Rail Grade Crossing to King's Highway 40  
Roadway reconstruction - (Tendered in 2019)
- 2) **County Road 80 (Courtright Line)** - East of Telfer Road to West of Tecumseh Road  
Pavement recycling, resurfacing and drainage improvements
- 3) **County Road 4 (Petrolia Line)** - CR 26 (Mandaumin Road) to CR 31 (Kimball Road)  
Pavement recycling and resurfacing
- 4) **County Road 9 (Nauvoo Road)** - Bear Creek Bridge to CR 12 (Townsend Line)  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 5) **County Road 26 (Mandaumin Road)** - Langbank Line to Lambton Line  
Roadway reconstruction, widening, surface treatment and drainage improvements
- 6) **County Road 12 (Townsend Line)** - Ann Street (West Limit of Arkona) to Sexton Road  
Pavement recycling and resurfacing
- 7) **County Road 7 (Lakeshore Road)** - CR27 (Modeland Road) to Blackwell Sideroad  
Roadway reconstruction, widening and drainage improvements (with City of Sarnia Watermain)

### PROPOSED PROJECTS - BRIDGES & MAJOR CULVERTS 2020

- 8) **Knight-Kniffen Drain Culvert** - County Road 2 (Bentpath Line)  
Culvert repairs
- 9) **Haggerty Creek Bridge** - County Road 2 (Bentpath Line)  
Bridge rehabilitation
- 10) **Fansher Creek Culvert** - County Road 8 (Shetland Road)  
Erosion protection
- 11) **McGill-Higgins Creek Culvert** - County Road 8 (Forest Road)  
Culvert rehabilitation
- 12) **Mud Creek Bridge** - County Road 9 (Northville Road)  
Culvert replacement
- 13) **Lower Aberarder Creek Bridge** - County Road 30 (Oil Heritage Road)  
Bridge rehabilitation

- 14) Talfourd Creek Bridge - County Road 35 (LaSalle Line)**  
Bridge rehabilitation
- 15) Black Creek Bridge No. 2 - County Road 80 (Courtright Line)**  
Bridge rehabilitation
- 16) Longs Creek Bridge - Boundary Bridge - Kent Line over Longs Creek**  
Bridge rehabilitation (tendered in 2019 - project coordinated with Chatham-Kent)

**Note:** *The timing of the above projects is subject to available funding, design, environmental approval, property acquisition and construction requirements.*



**County of Lambton  
2021 - 2024 Roads Construction Program**

**PROPOSED PROJECTS - ROADS 2021 - 2024**

- 17) **County Road 8 (Shetland Road)** - CR 2 (Bentpath Line) to South of the Village of Shetland  
Pavement milling and resurfacing
- 18) **County Road 79 (Nauvoo Road)** - CR 18 (Bog Line) to King's Highway 21  
Roadway reconstruction and drainage improvements
- 19) **County Road 79 (Nauvoo Road)** - King's Highway 402 to CR 22 (Egremont Road)  
Roadway reconstruction with new partially-paved shoulders and drainage improvements
- 20) **County Road 7 (Lakeshore Road)** - Blackwell Sideroad to Telfer Road  
Roadway reconstruction with new partially-paved shoulders and drainage improvements  
(with City of Sarnia watermain)
- 21) **County Road 9 (Northville Road)** - CR 12 (Townsend Line) to CR 79 (Northville Road)  
Pavement recycling, resurfacing and drainage improvements
- 22) **County Road 31 (Kimball Road)** - Kent Line to Lambton Line  
Pavement recycling, resurfacing and drainage improvements
- 23) **County Road 26 (Mandaumin Road)** - CR2 (Bentpath Line) to Lambton Line  
Double surface treatment
- 24) **County Road 30 (Oil Heritage Road)** - King's Highway 402 to Fisher Line  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 25) **County Road 30 (Oil Heritage Road)** - CR 7 (Lakeshore Road) to South of Douglas Line  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 26) **County Road 7 (Lakeshore Road)** - West of CR 30 (Oil Heritage Road) to Gordon Road  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 27) **County Road 19 (Michigan Avenue)** - Intersection/Park Entrance under Bluewater Bridge  
Pavement milling and resurfacing
- 28) **County Road 79 (Nauvoo Road)** - South Limit of the Village of Alvinston to CR4 (Petrolia Line)  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 29) **County Road 31 (Kimball Road)** - Lambton Line to North of Burman Line  
Pavement recycling, resurfacing and drainage improvements

- 30) **County Road 21 (Oil Heritage Road)** - North Limit of Town of Wyoming to CR 22 (London Line)  
Pavement resurfacing with widening and drainage improvements
- 31) **County Road 21 (Oil Heritage Road)** - LaSalle Line to South Limit Town of Wyoming  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 32) **County Road 22 (Egremont Road) and County Road 79 (Nauvoo Road) Intersection**  
Intersection reconstruction
- 33) **County Road 4 (Petrolia Line)** - CR8 (Forest Road) to Little Ireland Road  
Pavement recycling, resurfacing and drainage improvements
- 34) **County Road 79 (Nauvoo Road)** - South Limit of the Village of Alvinston to Sydenham Line  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 35) **County Road 7 (Lakeshore Road)** - Telfer Road to CR 26 (Mandaumin Road)  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 36) **County Road 22 (London Line)** - CR 8 (Forest Road) to East Limit of Village of Warwick  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 37) **County Road 19 (Michigan Avenue)** - Colborne Road to CR29 (Indian Road)  
Pavement milling and resurfacing
- 38) **County Road 31 (Kimball Road)** - CR4 (Petrolia Line) to CR20 (Plank Road)  
Pavement recycling, resurfacing and drainage improvements
- 39) **County Road 2 (Bentpath Line)** - Indian Creek Road to CR 31 (Kimball Road)  
Roadway reconstruction with new partially-paved shoulders and drainage improvements
- 40) **County Road 26 (Mandaumin Road)** - CR14 (Churchill Line) to CR22 (London Line)  
Pavement recycling, resurfacing and drainage improvements
- 41) **County Road 35 (LaSalle Line)** - St. Clair Parkway to King's Highway 40  
Roadway reconstruction with new partially-paved shoulders and drainage improvements
- 42) **County Road 6 (Thomson Line)** - King's Highway 21 to CR 9 (Northville Road)  
Reconstruction with widening, drainage improvements and surface treatment
- 43) **County Road 21 (Oil Heritage Road)** - South of Edys Mills Line to Langbank Line  
Pavement recycling, resurfacing and drainage improvements
- 44) **County Road 7 (Lakeshore Road)** - CR 26 (Mandaumin Road) to East of Egremont Road  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 45) **County Road 79 (Nauvoo Road)** - South Limit of Village of Watford to CR4 (Petrolia Line)  
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 46) **County Road 26 (Mandaumin Road)** - CR 80 (Courtright Line) to CR4 (Petrolia Line)  
Pavement recycling, resurfacing and drainage improvements



**PROPOSED PROJECTS - BRIDGES & MAJOR CULVERTS 2021 - 2024**

- 47) Patterson Creek Bridge** - County Road 7 (Lakeshore Road)  
Bridge rehabilitation
- 48) Aberarder Creek Culvert** - County Road 7 (Lakeshore Road)  
Culvert rehabilitation
- 49) South Boundary Drain** - County Road 12 (Townsend Line)  
Culvert replacement
- 50) McPherson Drain** - County Road 12 (Townsend Line)  
Culvert replacement
- 51) Pulse Creek Bridge** - County Road 22 (London Line)  
Bridge rehabilitation
- 52) Clark Drain Culvert** - County Road 22 (London Line)  
Culvert rehabilitation
- 53) Herbert Drain Culvert** - County Road 22 (London Line)  
Culvert rehabilitation
- 54) Clayton-Saylor Bridge** - County Road 29 (Indian Road) over Canadian National Railway  
Bridge rehabilitation
- 55) CNR Overpass Bridge** - County Road 79 (Nauvoo Road) over Canadian National Railway  
Bridge rehabilitation
- 56) Hobbs-McKenzie Drain Culvert** - County Road 79 (Arkona Road)  
Culvert replacement
- 57) McPhail Bridge No. 1 - Boundary Bridge** - Conservation Road over Morrough Creek\  
Bridge rehabilitation
- 58) McPhail Bridge No. 2 - Boundary Bridge** - Sexton Road over East Sydenham River  
Bridge rehabilitation

**Notes:**

- 1) *The timing of the above projects is subject to available funding, design, environmental approval, property acquisition and construction requirements.*
- 2) *Construction methods are tentative and subject to change.*



## Media Release

### Canada Day Virtual Fireworks a Huge Success Sarnia-Lambton Makes Top 3

**July 15, 2020, Sarnia, ON** – On July 1<sup>st</sup>, thirty nine municipalities from across Canada took part in the Snapd's Virtual Canada day Fireworks and Festivities. Overall, there were 83,883 views for the Canada Day programs and Sarnia-Lambton had a total of 7,512 views, putting Sarnia-Lambton as one of the top 3 communities for most views, behind Windsor and Burlington.

With the cancellation of all Canada Day Fireworks festivities due to COVID-19, Tourism Sarnia-Lambton in partnership with all 11 municipalities in Lambton County on July 1<sup>st</sup> delivered an innovative and uplifting experience for residents to collectively enjoy Canada Day Fireworks and festivities.

Utilizing snapd's Augmented Reality platform, the community was able to commemorate Canada Day and experience not only local and Canadian content but also enjoy virtual Fireworks right from the comfort of their own backyards, balconies or living rooms!

"Although we would have rather Celebrated Canada Day all together, we are pleased with the positive response we received and are happy that we were able to provide this platform to our community, said Mark Perrin, executive Director for Tourism Sarnia-Lambton. Our Community is full of pride and passion, it is not surprising that we were one of the top 3 communities from Across Canada with the most views."

The experience showcased a number of unique and memorable activities that families could enjoy throughout the day culminating with a spectacular virtual fireworks display that featured Canadian astronaut and Sarnia native, Chris Hadfield, who lead the final countdown at 9:30p.m. EST.

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July 6, 2020

## **AMO Policy Update: United Call for Emergency Municipal Financial Relief and New provincial growth, renewal and economic recovery plan**

### **Municipal call for emergency financial support**

Standing together municipal leaders today have called for immediate provincial and federal support to cover lost revenue and additional costs caused by the COVID-19 pandemic in order to protect municipal services that people depend on for their daily lives.

AMO, LUMCO, MARCO and the City of Toronto, representing all municipal governments in the province, are calling for at least \$10 billion dollars in emergency relief for Canadian municipalities to be funded 100% by the federal and provincial governments. This call supports the national funding call led by the Federation of Canadian Municipalities (FCM).

The FCM proposal would provide approximately \$4 billion to Ontario municipalities to offset lost transit revenues and added service costs, but there has been no clear signal on the timing and level of a joint federal-provincial financial assistance program yet. Municipal leaders have been patient so far for this expected funding relief but the time for a commitment from the senior orders of government is running out.

Without these federal-provincial emergency funds now, municipal governments may have to significantly increase property taxes and/or make harmful cuts to frontline municipal services. Such cuts or property tax increases will unfairly hurt the very same people that the federal and provincial governments have spent billions helping during the pandemic.

Municipal services are key to safely re-opening the economy. Investing in municipalities now is necessary so they can continue to provide services needed to help restart their local economies.

### **New provincial growth, renewal and economic recovery plan**

The province has announced the development of a made-in-Ontario plan for growth, renewal and economic recovery. This plan includes measures to make it easier and faster to build provincial highways, major transit infrastructure projects and quality, affordable housing, while making sure that there are meaningful public consultation opportunities.

As part of this plan, the government would also enter into new commercial agreements with partners to build transit-oriented communities. This would allow for the development of more housing around transit in an integrated manner with more job opportunities. We look forward to learning more details shortly.

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).



July 7, 2020

## AMO Policy Update – Provincial Legislation re: Emergency Orders

### Provincial Legislation re: Emergency Orders

Legislation was introduced today that, if passed, will provide for flexibility to make sure that needed emergency orders are in place even after the provincial declaration of emergency has ended and while the economy is reopening.

The *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* will allow any orders in effect under the *Emergency Management and Civil Protection Act (EMCPA)* to continue for an initial 30 days after the provincial emergency has ended, and the Province can further extend such orders for up to 30 days at a time. Under this draft legislation, new emergency orders will not be allowed to be created, however, it will provide for emergency orders to be rescinded when it is safe to do so.

This draft legislation would enable the Province to amend some continued orders that relate to:

- labour redeployment
- workplace and management rules
- regulation and/or closure of businesses and spaces (e.g. to continue to facilitate gradual reopening)
- compliance with public health advice; and
- setting rules for gatherings and organized public events.

This is supported by our continuing provincial-municipal partnership for a prudent approach on what orders may be needed for public and community safety as we have an ongoing COVID-19 pandemic for the foreseeable future. AMO will review the legislation once publicly available and will provide updates to members when required.

It should be noted that the end of the provincial emergency declaration, or the passage of this proposed Act, does not prevent a Head of Council of a municipality from declaring that an emergency exists in any part of the municipality or from continuing a municipal emergency declaration under the EMCPA. Likewise, the termination of the provincial emergency declaration, or the passage of this proposed Act, does not impede the exercise of the powers under the *Health Protection and*

*Promotion Act* by Ontario's Chief Medical Officer of Health or local Medical Officers of Health.

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).

July 8, 2020

## **AMO Policy Update: Federal Economic Statement and Initial Analysis of Ontario Omnibus COVID-19 Recovery Legislation**

### **Federal Economic and Fiscal Update**

Federal Finance Minister Bill Morneau presented an Economic and Fiscal Snapshot in the House of Commons today. The Minister noted that today's economic statement was predicated on the backdrop of a public health and economic crisis as it projected a sizeable deficit of \$343 billion dollars with a debt-to-GDP ratio of 49.1%.

The Minister noted the scale of the deficit is the result necessary measures that provided an appropriate response for dealing with the unexpected public health and economic impacts arising from the COVID-19 pandemic. The fiscal snapshot indicated several fiscal highlights including:

- Federal spending reduced the size of economic contraction by nearly 5 per cent and reduced unemployment figures by 2 per cent.
- A budget deficit of \$343.2 billion is projected for 2020-21 with a debt-to-GDP ratio of 49.1%.
- Direct support to Canadian businesses and individuals amounts to \$229 billion with the total value of the federal emergency response to date is 14 per cent of GDP.
  - o The Canadian Emergency Response Benefit (CERB) is set to cost \$73.1 billion this year.
  - o The Federal Wage Subsidy program is expected to cost \$82 billion this year.

### **Funding for Municipalities**

AMO is disappointed that federal funding relief for municipalities was not contained in today's federal snapshot but remain hopeful that conversations continue on ensuring the provision of this necessary relief to municipalities. In his daily briefing, Premier Ford noted that Ontario had financial resources ready for municipal support but that he was working towards a deal with the federal government for flexible funding that reflects Ontario's proportion of the national population.

### **Ontario Introduces *COVID-19 Economic Recovery Act***

The Ontario Government introduced a broad omnibus legislation, Bill 197, The COVID-19 Economic Recovery Act, which the government says is aimed at giving municipalities and their communities the tools they need to spur recovery efforts. In introducing the legislation, the Minister of Municipal Affairs and Housing noted that the province had been working with municipal governments since the early days of the pandemic and acknowledged that municipalities would lead the recovery in their communities. The objective of the legislation is to get infrastructure and development projects up and running faster to create jobs and economic activity. The legislation is comprehensive and complex, totaling over 180 pages with 20 schedules amending other Acts. AMO will be evaluating the legislation and its elements more thoroughly and will communicate to members significant concerns or implications assessed.

In the meantime, this current update includes a description of major relevant sections and initial analysis from AMO. Municipal officials should begin a local review of the Bill to assess its impact on your municipal governments which can be identified during the legislative and regulatory processes.

### **Municipal Function: Governance**

#### **Electronic Participation in Meetings and Proxy Voting**

This Bill proposes to continue provisions for municipal councils and local boards to meet electronically, as has been enabled temporarily through the pandemic. As well, the government is proposing that elected officials be allowed to vote by proxy in cases determined locally, such as when they are ill or must self-isolate.

AMO Comments:

Both changes are positive and reinforce that municipal governments are a mature level of government. AMO has requested that if the legislation passes, the government prepare guidance materials to assist their implementation in practice.

### **Municipal Function: Finance**

#### **Development Charges and Community Benefit Charges**

After extensive consultation, the government is introducing an “all in one regime” for Development Charges (DC) and Community Benefit Charges (CBC). The *Development Charges Act* is being amended to further expand the list of eligible services funded through development charges and allows for a blended use with CBCs.

The full list of services eligible for development charge recovery now include:

- Libraries,
- Long-Term Care,



- Park Development,
- Public Housing,
- Recreation,
- Childcare,
- Housing Services (e.g. affordable housing & shelters),
- By-Law Enforcement and Court Services,
- Emergency Preparedness, and
- Airports (specific to only Waterloo Region).

The above services will see the elimination of the 10% discounting. Background study costs remain recoverable.

### **Parkland Dedication**

Existing parkland provisions (including basic parkland dedication and alternative parkland rates) will be maintained. These provisions can now be used in conjunction with community benefit charges in respect to the same development. The legislation introduces a new public consultation requirement and the alternative rate is now subject to Local Planning Appeal Tribunal (LPAT) appeal.

### **Community Benefit Charges**

The Community Benefit Charge can be used by single and lower tier municipalities as most upper-tier services are included under the development charge calculation. The CBC can only be applied for higher density residential developments for buildings of 10 units and five storeys or greater.

As a result of the consultations, the CBC is now a flexible tool that can fund any municipal service provided it is not being recovered through another mechanism (e.g. development charges). The CBC is subject to appeal to the LPAT. The CBC percentage of land value cap will be set by regulation at a future date.

### **Transition Period**

Following sector advice, municipalities can continue under the current regime until 2 years after proclamation date.

### **AMO Comments:**

AMO is pleased to see the addition of eligible services for development charge recovery being restored. Maintaining existing parkland provisions and the flexibility of CBCs as a tool to recover additional costs is welcomed along with moving toward a two-year transition period. The draft legislation does reflect significant municipal consultation feedback.

Under this new regime, AMO will continue to watch carefully that growth continues to pay for growth. This will include reviewing the potential for increased LPAT appeals, determination of land value caps for CBCs (to be set out in regulation), assessing the use land values and how that corresponds to the cost of municipal services.

The Ministry of Municipal Affairs and Housing will be hosting technical information sessions on the CBC framework soon and invitations to municipal officials should be out shortly.

### **Municipal Function: Infrastructure Development + Environmental Assessment (EA)**

The Bill creates comprehensive changes to streamline and accelerate Environmental Assessments (EAs) to improve project timelines and build infrastructure in communities faster. Major provisions include a new process for projects going forward including class EAs; limiting requests for “bump up” decisions to the Minister to those affecting aboriginal treaty rights; requiring Minister’s orders to be made within 30 days of the comment period; and establishing a 10-year limitation for project commencement after EA completion. These changes are in addition to previous amendments to exempt low risk projects made last year. The legislation also eliminates hearings of necessity under the *Public Transportation and Highway Improvement Act* for expropriations allowing the Minister to establish an alternative process to receive comments from property owners.

#### **AMO Comments:**

AMO supports a faster and less costly EA process in Ontario, especially when projects have already been through multiple studies and consultations through municipal planning processes. AMO and other others have long raised concerns that the EA process took too long to complete and added significant costs to projects in addition to time. In some cases, AMO understands, the cost of completing EAs has been in excess of building the infrastructure studied. AMO will work with the Municipal Engineers Association (MEA) and other municipal groups to ensure the new legislation is appropriate to municipal government requirements.

### **Environmental Assessment and Landfill Siting: Municipal Say on Landfill Approvals**

While the Minister will still have final approval authority on all landfill environmental assessments (EAs), the Bill proposes that proponents of landfills must seek approval of the host municipality in which the landfill is located, as well as certain neighbouring adjacent municipalities within 3.5km that meet certain criteria as part of the approvals process.

#### **AMO Comments:**

There will be implications for municipal governments, both those who are preparing landfill proposals/expansions, as well as those in the host and in certain circumstances, adjacent municipalities. AMO will keep members informed of the consultation for those who want to comment on this section.

### **Municipal Function: Transit Development**

The Bill also includes a schedule to deliver on the Premier's earlier commitment to develop transit-oriented communities and make it easier for developers to contribute to the development of this infrastructure to support land development in these areas. The legislation is limited to priority transit projects in the Toronto and York systems. The legislation proposes to allow regulations to designate transit-oriented communities, allowing the creation of corporations to invest in the development and processes for expropriating land.

AMO Comments:

As written, the legislation applies only to priority projects in Toronto and York as identified in the legislation. AMO understands that other municipal governments may be interested in a similar approach to transit development and encourages interested communities to assess the provisions.

### **Municipal Function: Land Use Planning**

Ministers Zoning Order (MZO):

The Bill amends the Ministers Zoning Order provisions. The amendments to the *Planning Act* have been proposed to reflect the Provincial Government's desire to use this tool to fast track development where there is complexity and provincial interests. The MZO will not be used in the Greenbelt.

An example of how MZO's could be used would be requiring affordable housing, especially inclusionary zoning. The Bill also includes a new power to allow for ministerial approval of site plans.

AMO Comments:

While AMO supports the need for this tool in circumstances that are complex and accelerating the process is desirable, prior notice and support from the municipal government is essential. AMO will pursue greater clarification about the intent of this clause about notice.

### **Provincial Facilitator**

The Bill also amends the provisions concerning a provincial facilitator, making the position permanent. The Provincial Facilitator is an advisory role related to growth,

land use planning and provincial interest that has been in place in various capacities for decades. The Facilitator provides advice to the Minister and when assigned, will work through development proposals that have come to an impasse, prior to appeals to the LPAT.

AMO Comments:

Where the municipal council is supportive of the development, the Facilitator is a welcomed source of assistance. AMO will seek more information regarding the use of this office to advance developments in conflict with the Official Plan.

### **Municipal Function: Other Amendments**

#### **Municipal Courts Administration: *Provincial Offences Act (POA)***

Amendments to the POA will allow court filings and proceedings to proceed by electronic means, including meetings and hearings. The amendments will make it easier to contest charges and schedule appearances, increasing efficiency of administration.

AMO Comments:

AMO supports changes to the POA that increase access to justice and efficiency of proceedings and administration. Electronic filing and meetings are welcome modernizations in the justice system.

#### ***Building Code Act***

Schedule 1 amends the *Building Code Act* and will permit regulations under the Act to be drafted by the Minister of Municipal Affairs and Housing instead of the Lieutenant Governor General in Council. The proposed changes will enable the Province to pursue necessary recovery-related regulatory changes to the Building Code in a timely fashion. As well, the amendments clarify the scope of certain regulation-making authorities, including the authority to make regulations by adopting certain documents by reference.

AMO Comments:

The amendments to the *Building Code Act* will streamline the ability to draft regulations that is necessary to facilitate municipal recovery. AMO continues to highlight the need to consult and engage with municipal governments and key stakeholders on any proposed changes in the future. Small, rural and northern municipal governments have limited capacity and resources and should be taken into consideration when moving forward.

### ***Drainage Act***

Schedule 4 amends the *Drainage Act*. The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) recently posted a consultation paper on altering the *Drainage Act* to address three areas:

- Streamlining Approvals creates a new process for minor improvements.
- Simplifying Administrative Processes: simplify process to update the engineer's report and to account for changes to drain design during construction.
- Supporting Technical Proposals: incorporation of protocols by reference in a regulation.

AMO Comments:

AMO supports simplifying processes and making routine low risk activities easier to undertake. AMO also supports opportunities to introduce green infrastructure that will improve infiltration to reduce the potential for flooding. The proposed change would allow for more accurate information on final drain construction and have much shorter approval timelines. AMO will monitor the regulatory details when they are brought forward.

### **Marriage Licences**

AMO and other municipal organizations have long called for updating the paper-based marriage license process to keep up with public expectation and improve administrative efficiencies. The pandemic emergency response has emphasized this and brought forward the need to address expiring licenses without financial penalties for members of the public that could not marry during the pandemic.

AMO Comments:

The rules for marriage licenses are the responsibility of the province but administered by municipal governments. These changes are welcome and will help to address an unexpected anxiety for couples planning to marry at an already often stressful time.

### ***Payday Loans Act***

Schedule 16 amends the *Payday Loans Act* and sets a new maximum interest rate of 2.5 percent that will be applied on any outstanding principal under a loan agreement that meets a set criteria. The provision can be changed by regulation. The amendments will also impose a limitation on the fee that can be charged for a dishonoured cheque, pre-authorized debit or other instrument of payment.

AMO Comments:

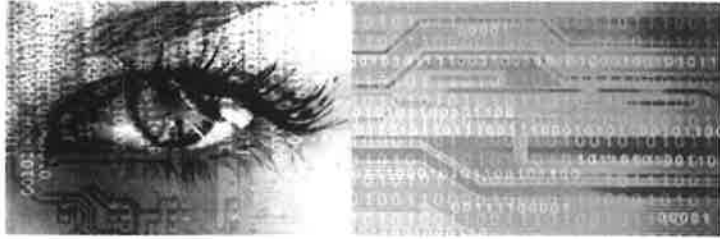
Although these proposed amendments do not have any municipal impacts, it should be noted that these changes will be helpful for the most vulnerable community members who often need to use these facilities.

### **Next Steps**

Bill 197 is broad, omnibus legislation with many implications for municipal governments. AMO will be reviewing in greater detail each of the sections of this draft legislation and will report significant concerns or impacts to members.

Members and municipal staff are encouraged to review the Bill for local municipal or community effects to flag during the legislative and regulation-making processes. It is expected that this draft legislation will move quickly in this summer session.

# AMO watchfile



July 9, 2020

## In This Issue

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- Consultation open on elevator safety and availability initiatives.
- AMO's Virtual Conference: a Canadian first!
- AMO leads the way: Virtual 2020 Exhibit Hall!
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- LAS Blog: You are invited to AMO's Virtual 2020 Conference.
- Visit the LAS Booth at the AMO Virtual Conference.
- ONE Investment - Municipalities go global with Investments.
- Careers with Kingsville and Seguin.

## 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).

## Provincial Matters

The Ministry of Government and Consumer Services is [consulting on proposed changes](#) to enhance elevator safety and availability in Ontario under the *Technical Standards and Safety Act*. The deadline for comments is August 4, 2020.

## Eye on Events

AMO 2020 is Canada's first virtual municipal conference. As always, AMO's annual conference provides [up-to-date information](#), insights from government leaders, lessons learned and the way ahead from COVID-19 and much, much more. [Register today!](#)

AMO's [virtual exhibit hall](#) provides you the opportunity you have been looking for to connect with municipal leaders and showcase your products. This year's virtual event is providing greater flexibility, extended trade show hours and multiple points of interaction with delegates and ways to highlight your products. [Book now!](#)

Back by popular demand, Land Use Planning: Beyond the Basics is coming to you virtually. This training will provide you with insight and tools to your central role in implementing and managing the land use policy framework. [Registration details](#) to follow shortly.

## LAS

The AMO Conference is only a few short weeks away! Check out the [LAS Blog](#) to see what AMO's policy team has planned for our first ever virtual conference.

Are you interested in learning about LAS programs and services? Visit our booth at the AMO Virtual Conference and speak with a representative. For more information on conference exhibit hall hours, please visit the [exhibitor information page](#).

### **ONE Investment**

[BNN Bloomberg speaks to Geri James](#), vice chair of the ONE Joint Investment Board, on how municipalities need to be innovative with long term financial planning in delivering the most value to their taxpayers.

### **Careers**

[Chief Administrative Officer - Town of Kingsville](#). Kingsville is the most southern town in Canada and enjoys the warmest climate of any city in Ontario. To explore this opportunity please apply via email by July 24, 2020 to [careers@waterhousesearch.ca](mailto:careers@waterhousesearch.ca) quoting project KV-CAO. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416.214.9299 x1, [jon@waterhousesearch.com](mailto:jon@waterhousesearch.com) or Amy Oliveira at 416.214.9299 x4, [amyoliveira@waterhousesearch.com](mailto:amyoliveira@waterhousesearch.com).

[Chief Administrative Officer - Township of Seguin](#). Seguin is a vibrant and growing community located in the picturesque District of Parry Sound. To explore this opportunity please apply via email by July 31, 2020 or sooner to [careers@waterhousesearch.ca](mailto:careers@waterhousesearch.ca) quoting project ST-CAO. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416.214.9299 x1, [jon@waterhousesearch.com](mailto:jon@waterhousesearch.com) or Amy Oliveira at 416.214.9299 x4, [amyoliveira@waterhousesearch.com](mailto:amyoliveira@waterhousesearch.com).

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### **About AMO**

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

### **AMO Contacts**

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)





July 9, 2020

## **AMO Policy Update – Emergency Orders Extended, ICON Program, and Mandatory Mask Bylaws**

### **Emergency Orders Extended**

The Province has extended all emergency orders currently in force that were made under s.7.0.2(4) of the *Emergency Management and Civil Protection Act* to July 22, 2020. The extension was made to provide flexibility to protect public health and safety as more businesses reopen and people go back to work.

This extension of the current emergency orders was done to align with the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, if passed. AMO's policy update on this draft legislation, Bill 197, can be found here.

A full list of emergency orders can be found on the e-Laws website under the *Emergency Management and Civil Protection Act* and at Ontario.ca/alert.

### **Application Intake Opens Today for Broadband & Cellular Programs**

The Province announced that the application intake for the \$150 million *Improving Connectivity for Ontario* program (ICON) opens today. This funding is intended to help expand access to reliable broadband and cellular service in underserved and unserved parts of the province.

There are two intake periods, and each intake has two stages. Stage 1 ensures that applicants meet the basic eligibility requirements. Stage 2 requires a detailed project description and supplementary information that will be assessed and scored against evaluation criteria.

The preliminary application deadline for the first intake of the ICON program is August 21, 2020. Click here for more information on the Stage 1 program guidelines.

### **Mandatory Mask Bylaws**

AMO now has a section on its [COVID-19 Resources page](#) on mandatory face masks bylaws/directives for information to municipal governments considering similar bylaws.

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).



July 13, 2020

## AMO Policy Update – Stage 3 Coming, Child Care Space Increases, and Standing Committee on COVID-19 Municipal Impacts Hearings

### Stage 3 Announcement

The Ontario government has announced today that nearly all businesses and public spaces will reopen in Stage 3 of the Province's reopening framework with public health and workplace safety measures and restrictions in place.

On Friday, July 17<sup>th</sup> most of the province outside of the GTHA will be able to enter Stage 3. The public health unit regions that are remaining in Stage 2 at this time include: Durham Region, Halton Region, Haldimand-Norfolk, Hamilton, Lambton County, Niagara Region, Peel Region, Toronto, and Windsor-Essex. At the start of each week, the Province will continue to reassess local trends in public health indicators to determine if additional public health unit regions can progress to Stage 3. As part of the Stage 3 reopening, Ontario is increasing gathering limits for those regions entering the next stage to the following:

- indoor gathering limits will increase to a maximum of 50 people;
- outdoor gathering limits will increase to a maximum of 100 people;
- gathering limits are subject to the two-metre distance physical distancing requirements.

Public gathering limits apply to indoor and outdoor events, such as community events or gatherings, concerts, live shows, festivals, conferences, sports and recreational fitness activities, fundraisers, fairs, festivals, or open houses.

Regions remaining in Stage 2 will maintain the existing gathering limit of 10. Social circles in **all** stages at this point will also be kept to a maximum of 10 people province-wide, regardless of stage.

The Chief Medical Officer of Health and other public health experts have advised the following, high-risk places and activities **are not yet safe to open**, even if a region has entered Stage 3, due to the likelihood of large crowds congregating, difficulties with

physical distancing, or challenges maintaining the proper cleaning and sanitation required to prevent the spread of COVID-19:

- amusement parks and water parks;
- buffet-style food services;
- dancing at restaurants and bars, other than by performers hired by the establishment;
- overnight stays at camps for children;
- private karaoke rooms;
- prolonged or deliberate contact while playing sports;
- saunas, steam rooms, bath houses, and oxygen bars;
- table games at casinos and gaming establishments.

### **Child Care Spaces to Increase**

As child care is necessary to enable the continued restart of Ontario's economy, the Province also announced changes to child care restrictions. Beginning on July 27, 2020, child care centres will be permitted to operate with cohorts of 15 children, which is an increase from the current cohort cap of 10. This change has been made to allow parents to return to work, and it is estimated that it will bring the child care sector to approximately 90% of its pre-COVID operating capacity. We understand a Ministry of Education communiqué will be coming out shortly with additional details.

### **Standing Committee on Finance and Economic Affairs Hearings on Municipal COVID-19 Impact**

AMO and many municipal governments will be presenting to the Standing Committee on Finance and Economic Affairs over the next three days to highlight both the urgent municipal fiscal need for relief as well as the municipal role in the province's economic recovery while still in a COVID-19 pandemic.

AMO's President, Jamie McGarvey, Mayor, Town of Parry Sound, will be presenting to the Standing Committee on Wednesday, July 15<sup>th</sup> at 3 pm. Brian Rosborough, AMO Executive Director, will be attending with President McGarvey.

The webcast for these hearings can be found at <https://www.ola.org/en/legislative-business/video/committees-room-no-151>.

Agendas for [July 13](#) and [July 14](#) are here. The agenda for July 15<sup>th</sup> was not available when this update was written.

### **Mandatory Mask Bylaws**



July 16, 2020

## **AMO Policy Update: Federal-Provincial Funding Agreement reached, Extension of Emergency Orders, Proposed Marriage Licence extension and Docked Licensed Boats**

### **Federal-Provincial funding agreement reached for municipal relief**

This afternoon the Federal Government has announced at a news conference that it will deliver more than \$19B for COVID-19 support through an agreement reached with the Provinces and Territories. This news builds on the previously announced Safe Restart Agreement by increasing the amount of federal support up from the original \$14B. Official details of the agreement have not yet been released.

Premier Ford announced that Ontario will receive its share of \$7 billion as part of this agreement. The Premier believes this is a “great deal” and personally thanked Ontario’s 444 Mayors for their unwavering support throughout these F/P/T negotiations.

This financial support is set for a 6-8 month period with an indication that additional support will be forthcoming if the current emergency situation persists. According to news reports, the funding will be distributed over seven priority areas that include:

- testing, contact tracing and data management
- health-care capacity and mental health services and addictions
- vulnerable populations, including long-term care facilities
- personal protective equipment
- early learning and child care
- municipal operations, with a proposed public transit element
- sick leave

Details of the amount allocated for municipalities and a required provincial contribution to the relief package are not yet known.

AMO is pleased that our strong call for financial relief was heard and that cooperation between the Federal and Provincial governments has resulted in today’s relief funding announcement.

This funding is intended to provide fiscal stabilization to enable Ontario's municipal government to focus efforts on economic recovery and providing needed services to their communities. It is also intended to avoid the necessity of unmanageable tax increases, service costs and the deferral or cancellation of the capital projects that will promote economic recovery.

As more details become available, AMO will provide updates to our members.

### **Emergency Orders extended**

The Ontario government has extended most emergency orders currently in force under s.7.0.2 (4) of the *Emergency Management and Civil Protection Act* (EMCPA) until July 29, 2020.

In addition to extending orders, we understand that the government is making technical amendments as needed to certain orders. A full list of emergency orders can be found on the e-Laws website under the EMCPA and at [Ontario.ca/alert](http://Ontario.ca/alert).

### **Marriage Licenses Expiry Period Extended Proposed**

Under Bill 197, *COVID-19 Economic Recovery Act, 2020* the province is proposing to extend the expiry date for most marriage licences issued between December 1, 2019, and the end of the province-wide *Declaration of Emergency* due to COVID-19. These licences would still be valid and could be used for up to 24 months from the end of the *Declaration of Emergency*. Couples with a qualifying unused marriage licence issued during this timeframe are being encouraged to hold onto it. They would have up to 24 months to use it and would not need to replace their marriage licence.

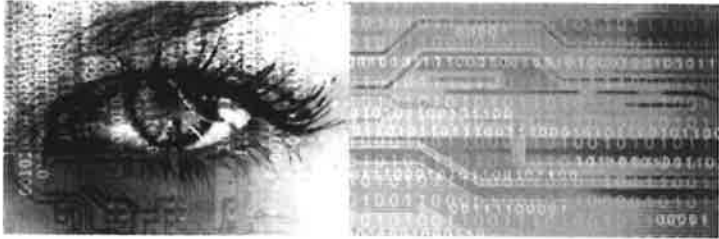
Bill 197 is currently going through 2<sup>nd</sup> Reading Debate and the Ontario Legislature is expected to rise for summer recess next Wednesday, July 22<sup>nd</sup>.

### **Licensed Boats to sell and serve alcohol**

The province has amended Regulation 719 under the *Liquor Licence Act* (LLA) to allow boat operators with a liquor sales licence to sell and serve alcohol while their vessel is docked in support the Ontario tourism industry until December 31, 2020. Additionally, they are also permitted to temporarily extend their licensed premises, provided they have municipal approval and meet all applicable eligibility criteria.

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



July 16, 2020

## In This Issue

- COVID-19 resources.
- Supporting Ontario's Safe Employers Program now open.
- AMO's Virtual Conference: a Canadian first!
- AMO leads the way: Virtual 2020 Exhibit Hall!
- Save the date for Land Use Planning: Beyond the Basics Training.
- Virtual Energy Training - Make social distancing work for you!
- Improved lighting cuts costs and saves energy.
- Municipalities head to Bay Street with new powers.
- ONE's Main Street to Bay Street podcast.
- Career with Norfolk County.

## 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).

## Provincial Matters

The Ministry of Labour, Training and Skills Development has opened applications for the [Supporting Ontario's Safe Employers \(SOSE\)](#) program. For questions about the program, contact the Prevention Office at [SOSE@Ontario.ca](mailto:SOSE@Ontario.ca).

## Eye on Events

AMO 2020 is Canada's first virtual municipal conference. As always, AMO's annual conference provides [up-to-date information](#), insights from government leaders, lessons learned and the way ahead from COVID-19 and much, much more. [Register today!](#)

AMO's [virtual exhibit hall](#) provides you the opportunity you have been looking for to connect with municipal leaders and showcase your products. This year's virtual event is providing greater flexibility, extended trade show hours and multiple points of interaction with delegates and ways to highlight your products. [Book now!](#)

Back by popular demand, Land Use Planning: Beyond the Basics is coming to you virtually. This training will provide you with insight and tools to your central role in implementing and managing the land use policy framework. [Registration details](#) can be found here.

## **LAS**

LAS and Stephen Dixon (TdS Dixon) are now offering [virtual Energy Training](#) sessions including virtual energy hunts. It sounds complicated but it works great! Login from anywhere (including from home) and attend an exciting and informative energy workshop! Incentives are also available from IESO. Contact [Christian Tham](#) for details.

Looking for ways to reduce costs while at the same time improving the ambiance in your municipal facilities? LAS and Conrad Lighting Solutions can assist with lighting design when you participate in the turn-key [LAS Facility Lighting Service](#). Contact [Christian Tham](#) for a free, no-obligation quote.

## **ONE Investment**

[Six Ontario municipalities](#) have come together to invest jointly under the Prudent Investor Standard with ONE Investment. By-laws approving the new standard are in effect, helping municipalities improve investment returns.

ONE Investment's Main Street to Bay Street [podcast](#) profiles Bracebridge's journey to investing more broadly to create more revenue that will better fund asset management plans.

## **Careers**

[Director, Strategic Innovation and Economic Development - Norfolk County](#). Job Posting # NU 12.20. Status: Permanent Full Time. Reports To: General Manager, Planning and Development. Location: Simcoe, ON. Posting Period: July 13, 2020 – August 4, 2020. To apply for this position, please [click here](#).

## **About AMO**

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

## **AMO Contacts**

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)





July 18, 2020

## AMO Conference Update:

### 14 Workshops That You Don't Have to Choose From

You don't have to choose because you can see every one of the 14 concurrent workshop sessions this year.

Workshops or "concurrent" sessions have always been a key feature of the AMO Conference, and this year is no different. We have put together 14 unique workshop sessions, featuring more than 40 speakers and panelists.

Here's how it works.

Each panel discussion will be taped in advance and will be broadcast on the program schedule in one of three time slots – one time slot each day. It will be broadcast within the virtual conference environment along with a live Q&A with the panelists. (In other years, because everything was live, you had to pick just one to attend in each time slot.) Now, you can participate in one session in each timeslot and view ALL of the others at your leisure in the "on-demand" section of the virtual conference.

So that is one big difference this year – you can access every concurrent session rather than choosing just three. If you are tied up in a delegation meeting, you won't miss a thing because everything will be available to view on-demand. And registered delegates can view the on-demand material for 30 days after the conference. [Register Today!](#)

Here is the latest list of workshops at the 2020 Conference that you don't need to choose from:

- **COVID-19 Response: Early Lessons from the Municipal Front-Lines:** Unique front-line perspectives on the response to the COVID-19 emergency. What worked well, what didn't, and reflections on community resiliency.
- **Transforming Long-Term Care in Ontario: An Opportunity too Important to Miss:** Changes are needed in delivery, design, funding and governance. Early lessons and best practices that should inform the continuing emergency response.

- **The COVID-19 Recovery: Municipal Services and Local Economic Recovery:** How investments in local services, such as housing and childcare can help drive the recovery for our residents, businesses and communities.
- **Legal Strategies to Address Racism and Racial Discrimination:** As employers, municipalities are required to proactively address and eradicate racism and racial discrimination. It requires leaders to orient themselves toward positive change; educate themselves on the nuances of race, racial discrimination, and equity; and maintain awareness of the legal consequences of a failure to address racism. This interactive presentation will equip you to respond to tough questions related to racism, racial discrimination and related legal obligations; and apply a human rights lens to issues of diversity, equity and inclusion in the workplace and beyond.
- **From Concept to Reality – Transition to Full Producer Responsibility:** Learn what the draft new rules say, and what it means for your community.
- **Fighting Climate Change by Cutting Food Waste:** How reducing food waste and optimizing your local food supply system can play an important role in climate change efforts.
- **Building Strong Indigenous Relationships in your Community:** Learn how, together, we can be effective in providing the “wrap-around” service delivery model and positive outcomes for Indigenous people in our communities.
- **The Green Recovery: The Municipal Role in Climate Change:** Learn about air pollution levels in Canadian cities, implications for health and the environment and what actions municipalities can take to invest in active and electric vehicle transportation.
- **The Future of 911:** Next Generation 911 aims to improve public emergency communication services to include text, images, video and data which will impact how the public connects with municipally-run emergency services. Learn what's in store for the future of 911 in a wireless world.
- **The Undeniable Need for Broadband Connectivity in a Pandemic and Post-Pandemic World:** Learn how municipalities have responded to connectivity challenges during the pandemic. The panel will also provide considerations for Councils who are looking to improve connectivity in their communities.
- **An Economic Perspective on Immigration and Youth Retention in a COVID-19 World:** Explore the importance of immigration and youth retention in promoting workforce and economic development in small, rural and northern municipalities.
- **Coding Your Way Through Data and Digital Governance: Practical and Strategic Advice:** Learn about public policy challenges around smart cities, data governance and digital infrastructure, how the Government of Ontario is responding to data and digital challenges, and the experience and lessons learned by the City of Stratford regarding data governance and engagement with technology providers.
- **MPAC:** Learn how MPAC is charting its path forward and reaffirming its business model to support municipalities without any service disruptions. Find out how MPAC will come out of this crisis a more agile and resilient organization.

- **Hydro One: Our Business is You:** As Ontario continues to safely reopen, Hydro One is here to support your municipality. Join Hydro One to learn how as an essential service they are committed to powering families, businesses, communities, and the infrastructure needed to grow and prosper.

**Ministry of Government and  
Consumer Services**

**ServiceOntario**

Regulatory Services Branch

20 Dundas Street West, 4<sup>th</sup> Floor  
Toronto ON M5G 2C2

**Ministère des Services gouvernementaux et  
des Services aux consommateurs**

**ServiceOntario**

Direction de la réglementation

20, rue Dundas Ouest, 4e étage  
Toronto ON M5G 2C2



### **Email to all Municipalities of Ontario**

**Date:** July 6, 2020

**To:** All Municipalities of Ontario

**From:** Jeffrey W. Lem, Director of Titles for the Province of Ontario

**Subject:** Moving Towards a More digital-focused Service Model for Land Registration Services

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I am pleased to share information about how ServiceOntario's land registration services will be delivered effective October 13, 2020, in keeping with our government's approach to move towards digital online services for Ontarians. Effective October 13, 2020, the Ontario government will be discontinuing land registration counter services currently delivered at all 54 Land Registry Offices (LROs).

Land registration is a segment of government services where many of our customers have already adopted the digital channel as its preference. Our data shows that 99% of land registration documents are registered online, 87% of searches are conducted online and 98% of surveyors submit plans for pre-approval via email. Ontario's land registration system was established in 1795 and has undergone several transformations in its 225 years of existence.

Moving toward a more digital-focused service model is part of the evolution of this sector, which is timely and will benefit all customers. For most services, it will no longer be necessary to visit a local LRO. In some cases, where customers need hard copies, ServiceOntario will have processes in place until longer term solutions are developed. Our goal is to ensure that we maintain a modern and efficient organization, focused on the needs and expectations of our staff and customers, while ensuring the integrity of the land registration system.

For many Municipalities this will be a seamless change, as Teraview is already being used to both file documents and search title. For those Municipalities that file

documents in paper, both Teraview and OnLand will be improved to accept digital versions of paper documents.

Please feel free to contact me at [director\\_of\\_titles@ontario.ca](mailto:director_of_titles@ontario.ca) should you have any questions regarding this communication.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey W. Lem". The signature is written in a cursive style with a large, stylized initial 'J'.

Jeffrey W. Lem  
Director of Titles for the Province of Ontario

**Ministry of Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

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Head of Council  
Page 2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

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Head of Council  
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: [Ontario.ca/alert](http://Ontario.ca/alert). I thank you for your continued support and collaboration in these challenging times.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

- c: Chief Administrative Officers  
Municipal Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario



Ministry of Transportation  
 Safety Program Development Branch  
 87 Sir William Hearst Avenue, Room 212  
 Toronto, Ontario M3M 0B4

Ministère des Transports  
 Direction de l'élaboration des  
 programmes de sécurité  
 87, avenue Sir William Hearst, bureau 212  
 Toronto, Ontario M3M 0B4



July 10, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **July 1, 2020** the province expanded the types of off-road vehicles permitted on-road to two new additional types: off-road motorcycles commonly known as dirt bikes; and, extreme terrain vehicles, which are semi-amphibious vehicles with six or more wheels. This updated regulation can be found at <https://www.ontario.ca/laws/regulation/030316>.

It is important to note that the same on-road access rules for existing off-road vehicles continue to apply for these new vehicles on provincial roadways (Please see Schedule B of *Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways*). Similarly to the previously permitted vehicle types, municipalities may permit the use of off-road motorcycles and extreme terrain vehicles in their local jurisdiction through by-law. However, municipalities with existing by-laws permitting off-road vehicles will need to amend their by-law after July 1, 2020 if they want to allow these the new types of vehicles on their local roads. By-laws created before July 1, 2020 apply only to those classes of off-road vehicle which were permitted to operate on-road at the time: all-terrain vehicles, two-up all-terrain vehicles, and side by sides (utility terrain-vehicles, recreational off highway vehicles).

To support municipalities with these changes, the ministry has developed guidance documents to help municipalities decide whether to permit these new vehicles on their local roadways. These documents also provide guidance for proposed, yet to be proclaimed, changes for municipalities listed in Ontario Regulation 8/03 which will amend the way off-road vehicles are permitted on-road access to municipal roads. In municipalities listed in Ontario Regulation 8/03, off-road vehicles will automatically be allowed on municipal roads unless the municipality creates a by-law to prohibit or restrict their use. These new provisions have a target implementation date of January 1, 2021 and will replace the current requirement that those municipalities listed in Ontario Regulation 8/03 must enact a by-law to permit off-road vehicles to operate on identified municipal roads. If you have any questions regarding these future changes, please contact the general inquiry line for the Safety and Information Management office of the Operations Division at 905-704-2960.

For reference, the guidance documents are attached.


I would ask that you please forward this notice and enclosed guidance material to the attention of municipal staff in charge of traffic safety and those responsible for enforcing off-road vehicle laws in your area. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or [erik.thomsen@ontario.ca](mailto:erik.thomsen@ontario.ca).

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-2-

Thank you for your assistance in communicating this change.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Litrenta". The signature is written in a cursive, flowing style.

Angela Litrenta  
A/Director  
Safety Program Development Branch  
Ministry of Transportation

Attachment – Municipal Guidance Materials

Good evening,

I am writing to inform you about the Ministry of the Environment, Conservation and Parks next steps in our government's Made-in-Ontario Environment Plan commitment to build an environmental assessment (EA) program that ensures strong environmental oversight and a strong economy.

The current process for environmental assessments is slow and ineffective. It can take up to six years for some projects, slowing down important infrastructure projects that help Ontario communities, such as installing electricity infrastructure. Even projects subject to a streamlined process, such as new roads and bridges, can be further delayed by administrative burden, impacting the timely construction of basic infrastructure.

That's why, last year our government released a [discussion paper](https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf) (<https://prod-environmental-registry.s3.amazonaws.com/2019-04/EA%20Discussion%20Paper.pdf>) outlining the challenges with our current framework and introducing our vision for a modernized EA program, as the first step in our plan to update the nearly 50-year-old *Environmental Assessment Act* (EAA).

As we committed in our Made-in-Ontario Environment Plan, we want to improve the environmental assessment program by eliminating duplication and reducing delays on projects that matter most to Ontario communities. To start, we amended the EAA through the *More Homes, More Choice Act, 2019* to exempt low-impact projects, such as constructing roadside parks and adding bike lanes from requiring an environmental assessment. Projects like these are routine activities that have benefits to communities but little to no environmental impacts.

As part of our government's proposed COVID-19 Economic Recovery Act, we are now proposing to move forward with the next phase of environmental assessment modernization, to further reduce delays and focus our resources on projects with a higher potential for environmental impacts so that we can help communities get important infrastructure projects built faster, while maintaining strong environmental oversight.

Building infrastructure projects faster, including transit and highways, will help boost Ontario's economic recovery, create thousands of jobs, put more opportunities within the reach of businesses, create more affordable housing, and ensure a higher standard of living in every community across the province.

The proposal includes the items outlined below:

### **Proposed amendments to the *Environmental Assessment Act* (EAA)**

Through the COVID-19 Economic Recovery Act, our government has proposed amendments to the EAA, which allow us to move forward with our next phase of our

modernization plans, while at the same time supporting the government economic recovery goals by making it possible for us to find efficiencies in the environmental assessment process of important public works.

The legislation would allow us, through subsequent regulations and proclamations, to allow online submissions, reduce the average time by half for the largest projects and match the potential environmental impact of a project to the level of study required.

The proposed changes are aimed at getting important infrastructure projects built faster, while maintaining strong environmental oversight by focusing on projects that have the most potential to impact the environment.

We posted an information notice on the environmental registry to provide information about the proposed legislative changes to the EAA that will be proceeding through the legislative process. Please refer to <https://ero.ontario.ca/notice/019-2051> for more information.

### **Amendments to Class Environmental Assessments (Class EAs)**

My ministry is also seeking input on proposed amendments to 8 Class EAs. These proposed changes would support our modernization initiative as they would exempt low-impact projects from the requirements of the *Environmental Assessment Act*, eliminate duplication and find efficiencies in the planning process. This would speed up projects that are important to communities, such as erosion, repair, or remediation initiatives, or important upgrades to machinery such as waterpower generators.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**. Details of this proposal may be found at <https://ero.ontario.ca/notice/019-1712>.

### **Exempting Regulations**

In addition, my ministry is also proposing regulatory exemptions from the *Environmental Assessment Act* to eliminate duplication and reduce delays for projects and activities related to Indigenous land claim settlements and other agreements with Indigenous communities dealing with land, projects within provincial parks and conservation reserves, and select highway projects being planned by the Ministry of Transportation. Some of these projects and activities are already subject to other legislation or planning processes that would provide the appropriate level of assessment and consultation. Other projects may be exempted from the EAA but would still be subject to conditions such as requirements to post notifications or undertake technical studies as appropriate.

My ministry is seeking input on these proposed amendments during a **45-day** comment period, closing on **August 22, 2020**.

For details of the proposal regarding land claim settlement activities and other agreements with Indigenous communities dealing with land, please refer to <https://ero.ontario.ca/notice/019-1805>.

For details of the proposal regarding projects in provincial parks and conservation reserves please refer to <https://ero.ontario.ca/notice/019-1804>.

For details of the proposals for select Ministry of Transportation projects, please refer to <https://ero.ontario.ca/notice/019-1882> and <https://ero.ontario.ca/notice/019-1883>.

Information about the proposed Class EA amendments can be found on the environmental registry. We ask that you submit any comments that you may have through the instructions provided, and by the deadlines listed above.

Should you have questions about any of the proposals, you can contact us at [EAmmodernization.MECP@ontario.ca](mailto:EAmmodernization.MECP@ontario.ca).

We look forward to your suggestions and comments on our modernization initiatives.

Sincerely,

Jeff Yurek  
Minister of the Environment, Conservation and Parks

**Please see email below being sent on behalf of Izabel Scovino:**

Hello,

We are writing to inform you that the Ministry of the Environment, Conservation and Parks has posted a proposal notice for a new Consolidated Linear Infrastructure Permissions Approach, for a 45-day comment period which closes on August 22, 2020. The posting can be accessed on the Environmental Registry at : <https://ero.ontario.ca/notice/019-1080> or <https://ero.ontario.ca/fr/notice/019-1080>

Currently, municipalities and developers are required to apply for an Environmental Compliance Approval (ECA) for all routine updates or changes to municipal wastewater or stormwater infrastructure, such as replacing a single pipe. We understand that this process can sometimes be cumbersome, duplicative with other approvals processes, and adds unnecessary delay for communities without providing additional environmental benefit.

To create a streamlined permissions framework for low-risk municipal sewage works, the ministry is proposing to consolidate approvals for linear infrastructure (e.g. sanitary collection, stormwater works). The proposed approach has been modeled after the existing permissions framework for municipal drinking water systems, which was established in 2009.

Under the proposed approach, we will incorporate all existing and future approvals into one new consolidated Environmental Compliance Approval for municipal sanitary collection systems and one new consolidated Environmental Compliance Approval for stormwater management works with pre-authorizations. The core components of the proposed approach are:

1. Regulation 208/19 - Environmental Compliance Approval Regulation In Respect Of Sewage Works Regulation which came into force in July 2019. O. Reg. 208/19 enables developers to make alterations to a municipality's sewage system without a separate approval, if specific conditions are met.
2. New design criteria for linear infrastructure for sanitary and some storm management collection systems. The Design Criteria will be referred to in conditions of the future consolidated linear infrastructure Environmental Compliance Approvals. Municipalities and developers will need to comply with the design criteria to meet the pre-authorization conditions of the consolidated linear infrastructure Environmental Compliance Approvals.
3. New consolidated linear infrastructure Environmental Compliance Approval templates to provide clear and consistent design and operation requirements that every municipality and developer would need to meet. The templates will provide

clear expectations for municipalities, developers and the ministry's compliance officers.

Under the proposed approach, municipalities would need to prepare and submit to the ministry applications for consolidated linear infrastructure Environmental Compliance Approvals that will include a description of all existing sanitary collection and stormwater works within their municipal boundaries that they own. We anticipate that existing documentation can be used for the application but would like to hear your thoughts as part of this consultation.

As part of the consultation process, the ministry is also seeking feedback from municipalities on the application process, draft Environmental Compliance Approval templates, and proposed design criteria, including the amount of time that municipalities will need to transition to the new approvals approach. The feedback the ministry receives on the proposal will be considered in any final decision making with respect to the proposal, including implementation timing.

We look forward to your suggestions and comments on this proposal notice. If you have any questions feel free to contact Eugenia Chalambalacis, Senior Program Advisor at 416-419-6436 or [Eugenia.Chalambalacis@Ontario.ca](mailto:Eugenia.Chalambalacis@Ontario.ca).

Izabel Scovino, Director, Client Services and Permissions Branch  
Environmental Assessment and Permissions Division  
Ministry of the Environment, Conservation and Parks  
[Izabel.scovino@ontario.ca](mailto:Izabel.scovino@ontario.ca)  
(416) 725-1602

## Ontario Extends Emergency Orders

*Extensions Protect Health and Safety as Economy Gradually Reopens*

July 16, 2020 10:00 A.M.

TORONTO — The Ontario government, in consultation with the Chief Medical Officer of Health, has extended most emergency orders currently in force under s.7.0.2 (4) of the *Emergency Management and Civil Protection Act* (EMCPA) until July 29, 2020. Keeping the emergency orders in place provides the government with the necessary flexibility to ensure the protection of vulnerable populations, such as seniors, while continuing to implement its Framework for Reopening the Province with many regions entering Stage 3 on Friday.

"Although the trends in public health indicators continue to improve, we must remain on our guard and only relax emergency orders if and when safe to do so," said Premier Doug Ford. "By following our gradual plan to reopen the province, we are seeing people get back to work and resume many activities safely. We do not want to undo the tremendous progress we have made together, so I urge everyone to stay the course and follow public health advice."

On July 7, 2020, the Government of Ontario introduced the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 that would, if passed, ensure important measures remain in place to address the threat of COVID-19 once the provincial Declaration of Emergency has ended. The extension of these emergency orders under the EMCPA would allow orders that remain essential to be continued under the proposed legislation, if passed. The government continues to review emergency orders currently in place to determine when and if they can be safely eased or lifted.

The following orders under s.7.0.2 (4) of the *EMCPA* are extended until July 29, 2020:

- Work Redeployment for Certain Health Service Providers
- Drinking Water Systems and Sewage Works
- Electronic Service
- Work Deployment Measures in Long-Term Care Homes
- Electricity Price for RPP Consumers
- Rules for Areas in Stage 1
- Traffic Management
- Streamlining Requirements for Long-Term Care Homes
- Prohibition on Certain Persons Charging Unconscionable Prices for Sales of Necessary Goods
- Enforcement of Orders
- Work Deployment Measures for Boards of Health
- Work Deployment Measures in Retirement Homes
- Service Agencies Providing Services and Supports to Adults with Developmental Disabilities and Service Providers Providing Intervenor Services
- Pickup and Delivery of Cannabis



- [Signatures in Wills and Powers of Attorney](#)
- [Use of Force and Firearms in Policing Services](#)
- [Agreements Between Health Service Providers and Retirement Homes](#)
- [Temporary Health or Residential Facilities](#)
- [Work Deployment Measures for Service Agencies Providing Violence Against Women Residential Services and Crisis Line Services](#)
- [Limiting Work to a Single Long-Term Care Home](#)
- [Work Deployment Measures for District Social Services Administration Boards](#)
- [Deployment of Employees of Service Provider Organizations](#)
- [Work Deployment Measures for Municipalities](#)
- [Limiting Work to a Single Retirement Home](#)
- [Work Deployment Measures for Mental Health and Addictions Agencies](#)
- [Congregate Care Settings](#)
- [Access to Personal Health Information by Means of the Electronic Health Record](#)
- [Certain Persons Enabled to Issue Medical Certificates of Death](#)
- [Hospital Credentialing Processes](#)
- [Education Sector](#)
- [Management of Long-Term Care Homes in Outbreak](#)
- [Management of Retirement Homes in Outbreak](#)
- [Special Rules Re: Temporary Pandemic Pay](#)
- [Rules for Areas in Stage 2](#)
- [Patios](#)

## QUICK FACTS

- The Government of Ontario declared a provincial emergency on March 17, 2020 under the EMCPA. The declaration of emergency is currently in effect until July 24, 2020.
- On July 13, the government announced that [more businesses and public spaces can reopen starting on July 17, 2020 as Stage 3 gets rolled out in many regions of the province.](#)
- In addition to extending orders, the government is making technical amendments as needed to certain orders. A full list of emergency orders can be found on the e-Laws website under the EMCPA and at [Ontario.ca/alert](https://www.ontario.ca/alert).

## LEARN MORE

- Learn more about [A Framework for Reopening our Province.](#)
- See how [your organization can help fight COVID-19.](#)
- Information and advice to [help your business navigate the economy during COVID-19.](#)
- Visit [Ontario's website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

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Ivana Yelich Premier's Office  
 Ivana.Yelich@ontario.ca  
 Stephen Warner Solicitor General's Office  
 Stephen.Warner@ontario.ca  
 Greg Flood Ministry of the Solicitor General  
 Greg.Flood@ontario.ca

**Available Online**  
**Disponible en Français**

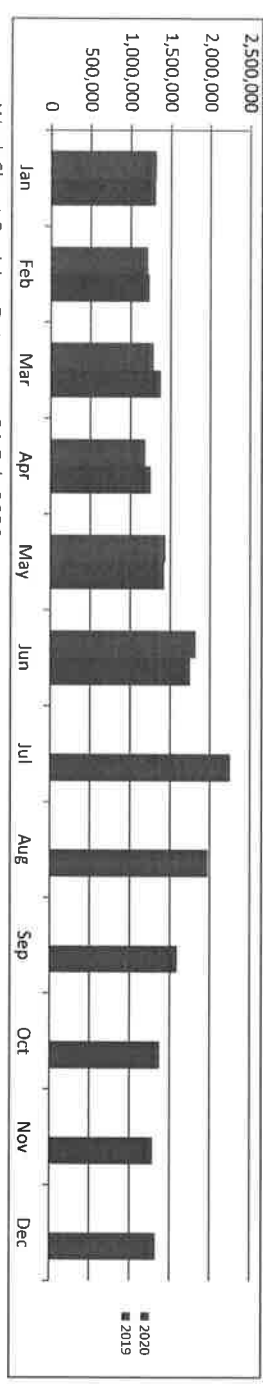
### LAWSS Flow Summary

Total Flows as of Jun 2020

Draft

Total % Total  
Year To Date for:

LAWSS Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan - Jun	2019	2020	0.46
<b>Sarria</b>	2020 776,102	2020 727,623	2020 774,972	2020 747,178	2020 919,009	2020 1,158,246	0	0	0	0	0	0	2020 5,103,130	2019 10,691,693	2020 62.17	
2019 763,540	2019 710,071	2019 793,833	2019 772,802	2019 859,360	2019 928,004	2019 1,306,982	2019 1,232,482	2019 954,642	2019 843,767	2019 740,144	2019 786,066	2019 10,691,693	2019 59.34			
<b>Point Edward</b>	2020 27,526	2020 23,425	2020 23,101	2020 18,471	2020 23,805	2020 33,820	0	0	0	0	0	0	2020 150,149	2019 417,348	2020 1.83	
2019 27,627	2019 25,262	2019 28,086	2019 27,709	2019 32,081	2019 38,498	2019 50,463	2019 53,100	2019 36,311	2019 31,273	2019 40,091	2019 26,845	2019 417,348	2019 2.32			
<b>St. Clair</b>	2020 387,392	2020 342,521	2020 355,870	2020 291,512	2020 331,343	2020 427,692	0	0	0	0	0	0	2020 2,136,330	2019 2,136,330	2020 26.03	
2019 407,497	2019 389,310	2019 437,481	2019 329,430	2019 376,717	2019 607,849	2019 669,638	2019 489,505	2019 436,191	2019 363,446	2019 370,260	2019 379,175	2019 5,256,498	2019 29.18			
<b>Plympton/Wyoming</b>	2020 61,058	2020 58,397	2020 57,610	2020 64,989	2020 88,435	2020 114,344	0	0	0	0	0	0	2020 444,833	2019 444,833	2020 5.42	
2019 60,624	2019 55,794	2019 61,245	2019 63,800	2019 73,513	2019 86,825	2019 126,745	2019 108,289	2019 79,740	2019 69,076	2019 65,525	2019 62,935	2019 914,109	2019 5.07			
<b>Lambton Shores</b>	2020 30,090	2020 24,113	2020 26,482	2020 25,177	2020 31,052	2020 37,082	0	0	0	0	0	0	2020 173,996	2019 173,996	2020 2.12	
2019 12,193	2019 15,213	2019 12,491	2019 14,747	2019 28,233	2019 32,872	2019 43,978	2019 43,586	2019 42,789	2019 28,509	2019 31,238	2019 28,078	2019 333,927	2019 1.85			
<b>Watford/Warwick</b>	2020 30,802	2020 28,896	2020 33,215	2020 29,760	2020 35,096	2020 41,820	0	0	0	0	0	0	2020 199,590	2019 199,590	2020 2.43	
2019 29,976	2019 28,550	2019 30,013	2019 31,163	2019 35,804	2019 35,885	2019 41,573	2019 41,590	2019 34,374	2019 33,837	2019 29,148	2019 30,712	2019 402,627	2019 2.23			
<b>Others</b>													2020 8208028	2019 18016202		
<b>Alvinston</b>	2020 6,170	2020 5,675	2020 6,309	2020 5,821	2020 7,041	2020 7,234	0	0	0	0	0	0	2020 38,251	2019 38,251	2020 0.46	
2019 7,072	2019 6,668	2019 10,291	2019 12,120	2019 16,322	2019 18,398	2019 15,460	2019 11,028	2019 8,694	2019 9,193	2019 10,813	2019 10,829	2019 136,888	2019 0.75			
<b>Petrolia</b>	2020 0	2020 0	2020 6,120	2020 0	2020 0	2020 0	0	0	0	0	0	0	2020 6,120	2019 6,120	2020 0.07	
2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0			
<b>Chatham-Kent</b>	2020 0	2020 0	2020 0	2020 0	2020 0	2020 0	0	0	0	0	0	0	2020 0	2019 0	2020 0.00	
2019 0	2019 1,072	2019 0	2019 778	2019 129	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 0	2019 1,979	2019 0.01		
<b>Totals</b>	2020 1,319,140	2020 1,210,650	2020 1,283,680	2020 1,182,910	2020 1,435,780	2020 1,820,238	0	0	0	0	0	0	2020 8,252,398	2019 8,252,398		
2019 1,308,530	2019 1,231,940	2019 1,373,440	2019 1,252,550	2019 1,422,160	2019 1,748,330	2019 2,254,838	2019 1,979,580	2019 1,592,740	2019 1,379,100	2019 1,287,220	2019 1,324,640	2019 18,155,069	2019 0.01			



Work Sheet Revision Date: 04-Feb-2020

Note:

## Darlene Paolucci

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**From:** Janet Denkers  
**Sent:** July 17, 2020 4:11 PM  
**To:** Darlene Paolucci  
**Subject:** FW: Thank you for your resolutions with preferred timing for transition of your Blue Box program  
**Attachments:** Appendix A - Municipal Resolutions Summary 2020-07-16.pdf

Janet Denkers, BA, Dipl. M.M.  
 Clerk-Administrator  
 Municipality of Brooke-Alvinston  
 3236 River Street, P.O. Box 28  
 Alvinston, ON N0N 1A0  
 Telephone: 519-898-2173  
[www.brookealvinston.com](http://www.brookealvinston.com)

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**From:** AMO President <amopresident@amo.on.ca>  
**Sent:** Friday, July 17, 2020 4:01 PM  
**Subject:** Thank you for your resolutions with preferred timing for transition of your Blue Box program

Dear Mayor/Head of Council:

**RE: Thank you for your resolutions with preferred timing for transition of your Blue Box program**

In December 2019 I wrote to you requesting that your Council pass a resolution outlining the preferred date to transition your municipal Blue Box program to full producer responsibility if provided the opportunity to self-determine (between January 1, 2023 and December 31, 2025). I asked that resolutions be provided by June 30, 2020. Despite the challenges all of our communities have faced with the COVID-19 emergency, we have received over 160 resolutions which represents over 95% of the Province's Blue Box program.

I want to thank each of you for providing this information to the Minister of the Environment, Conservation and Parks and AMO.

We have attached a summary of the information we have received from each of you and I would ask that you review it and let us know by August 15, 2020 if there are any revisions or corrections required.

Please note: the attachment lists municipal programs as they report into the datacall. For some programs, this is completed as a group of municipalities under an Association (i.e. Bluewater Recycling, Essex-Windsor Solid Waste Authority etc.) or as an upper tier municipality where services are provided by both levels of government (i.e. Oxford County, York Region etc.). We have presented the date based on what the majority of members selected. However, in some cases there are discrepancies in the dates chosen by members within these groups. If your municipality finds itself in this situation, please take a look and discuss this with your peers in the Association or in your Region or County. Also note that all resolutions have been provided to Ministry as they were received.

The Ministry of the Environment Conservation and Parks has already received this information and will be using it to inform their recommendations on the transition schedule in their draft Regulation which is expected by the end of the summer.

As you know, the transitions of the Blue Box programs to full producer responsibility are expected to occur with approximately one third of the program transitioning in each of 2023, 2024 and 2025. Based on the responses received, we have used the transition date you have proposed and allocated your program's transition over a 12 month period. For example, a municipality that indicated a transition date of July 1, 2023 would have half of the program allocated to 2023 and the other half allocated to 2024. Based on this, the preferred timing indicated through Council resolutions provides for a measured transition over the three years, as shown in the Table below using a number of different criteria:

	Households	Population	Collected	Marketed	Gross Cost	Net Cost	Waste Generated
<b>2023</b> <b>*Represents 96 programs</b>	39.98%	37.62%	37.82%	37.32%	38.68%	37.56%	38.91%
<b>2024</b> <b>*Represents 20 programs</b>	28.56%	29.02%	28.36%	27.61%	27.56%	27.17%	28.66%
<b>2025</b> <b>* Represents 15 programs</b>	24.24%	27.57%	28.82%	28.39%	25.48%	26.01%	28.85%

**PLEASE NOTE that the Ministry of the Environment, Conservation and Parks will be making the final determination on the transition schedule.**

Thank you again for your hard work to submit your resolutions by June 30<sup>th</sup> despite all of the challenges we have faced over the last several months.

If you have any questions or require further information, please contact Dave Gordon, Senior Advisor, at 416 389 4160 or [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca) or Amber Crawford, Policy Advisor, at 416 971 9856 extension 353 or [acrawford@amo.on.ca](mailto:acrawford@amo.on.ca).

Sincerely,

Jamie McGarvey  
AMO President  
Mayor of Parry Sound

Attachment: Municipal Resolutions Summary

**APPENDIX A – MUNICIPAL RESOLUTIONS & INTENTIONS  
(complete to July 16, 2020)**

The call for resolutions made it clear that the transition date preferred by Councils are not binding, and there was no guarantee that the process would be accepted by the Province.

Note that most resolutions were passed at Council, with two exceptions where staff had delegated authority to make that decision (City of Toronto and City of Ottawa). Most resolutions include provisions that indicate a desire to be transitioned earlier if possible.

**Municipalities Seeking to Transition 2023**

<b>Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)</b>	<b>Reported Transition Date</b>
1. Town of Aylmer (5)	2023 (no date specified)
2. City of Kawartha Lakes (4)	2023 (no date specified)
3. City of Sarnia (3)	2023 (no date specified)
4. City of Toronto (1)	2023 (no date specified)
5. Town of Greater Napanee (7)	January 2023 (no date specified)
6. Township of Addington Highlands (9)	January 1, 2023
7. Township of Algonquin Highlands (6)	January 1, 2023
8. Township of Armour (8)	January 1, 2023
9. Municipality of Bayham (7)	January 1, 2023
10. Township of Beckwith (7)	January 1, 2023
11. Township of Billings (8)	January 1, 2023
12. Township of Bonnechere Valley (9)	January 1, 2023
13. City of Brockville (5)	January 1, 2023
14. Municipality of Callander (6)	January 1, 2023
15. Town of Carleton Place (5)	January 1, 2023
16. Township of Carlow Mayo (9)	January 1, 2023
17. Township of Central Frontenac (9)	January 1, 2023
18. Municipality of Central Elgin	January 1, 2023
19. Municipality of Chatham-Kent (4)	January 1, 2023
20. Town of Cochrane (6)	January 1, 2023
21. Town of Deseronto (5)	January 1, 2023
22. Township of Drummond North Elmsley (7)	January 1, 2023
23. City of Dryden (6)	January 1, 2023
24. Municipality of Dutton Dunwich (7)	January 1, 2023
25. Municipality of Dysart et al (9)	January 1, 2023
26. Township of Edwardsburgh Cardinal (7)	January 1, 2023
27. Township of Front of Yonge (9)	January 1, 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
28. Town of Gananoque (5)	January 1, 2023
29. City of Guelph (3)	January 1, 2023
30. Municipality of Hastings Highlands (7)	January 1, 2023
31. Hawkesbury Joint Recycling (7)	January 1, 2023
32. Townships of Head, Clara & Maria (6)	January 1, 2023
33. Municipality of Highlands East (8)	January 1, 2023
34. Town of Hearst (8)	January 1, 2023
35. Township of Horton (7)	January 1, 2023
36. Municipality of Huron Shores (8)	January 1, 2023
37. City of Kenora (6)	January 1, 2023
38. City of London (1)	January 1, 2023
39. Township of Malahide (7)	January 1, 2023
40. Municipality of Mattice-Val Côté (8)	January 1, 2023
41. Township of Montague (7)	January 1, 2023
42. District of Muskoka (4)	January 1, 2023
43. Municipality of Neebing (7)	January 1, 2023
44. Township of Nairn and Hyman (6)	January 1, 2023
45. Region of Niagara (2)	January 1, 2023
46. City of North Bay (4)	January 1, 2023
47. County of Northumberland (4)	January 1, 2023
48. Township of O'Connor (8)	January 1, 2023
49. Town of Parry Sound (5)	January 1, 2023
50. Town of Prescott (5)	January 1, 2023
51. Township of Prince (6)	January 1, 2023
52. Township of Russell (7)	January 1, 2023
53. Municipality of Red Lake (8)	January 1, 2023
54. County of Simcoe (2)	January 1, 2023
55. Township of Sioux Narrows-Nestor Falls (8)	January 1, 2023
56. Town of Smiths Falls (5)	January 1, 2023
57. Township of Southwold (7)	January 1, 2023
58. Town of Spanish (6)	January 1, 2023
59. Village of Sundridge (5)	January 1, 2023
60. City of Timmins (6)	January 1, 2023
61. Municipality of West Elgin (7)	January 1, 2023
62. Municipal of West Grey (7)	January 1, 2023
63. Township of Southgate (7)	Between January 1, 2023 and June 30, 2023
64. City of St. Thomas (5)	March 1, 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
65. Township of Perry (7)	March 2, 2023
66. City of Clarence-Rockland (7)	March 13, 2023
67. City of Hamilton (1)	April 1, 2023
68. Municipality of the Nation (7)	April 1, 2023
69. City of Stratford (5)	May 2023 (no date specified)
70. City of Owen Sound (5)	May 31, 2023
71. Dufferin County (4)	June 1, 2023
72. City of Ottawa (2)	June 1, 2023
73. Township of Sables-Spanish (6)	June 1, 2023
74. Township of Tarbutt (8)	June 1, 2023
75. Township of Howick (7)	June 30, 2023
76. Town of Plympton-Wyoming (7)	June 30, 2023
77. Regional Municipality of Durham (2)	July 1, 2023
78. Loyalist Township (7)	July 1, 2023
79. St. Clair Township (7)	July 1, 2023
80. City of Thunder Bay (3)	July 1, 2023
81. County of Wellington (4)	July 1, 2023
82. Town of Amprior (5)	July 29, 2023
83. Township of McNab/Braeside (7)	July 29, 2023
84. Town of Renfrew (5)	July 29, 2023
85. Township of Enniskillen (9)	September 1, 2023
86. Town of Kirkland Lake (6)	September 30, 2023
87. Municipality of Meaford (7)	September 30, 2023
88. City of Sault Ste. Marie (3)	September 30, 2023
89. Town of Deep River (7)	October 1, 2023
90. County of Haldimand (7)	October 16, 2023
91. City of Peterborough (3) *passed General Committee but waiting for Council approval*	November 1, 2023
92. County of Peterborough (4)	November 1, 2023
93. Township of Carling (8)	(by) December 31, 2023
94. Village of Burk's Falls (9)	December 31, 2023
95. Municipality of Casselman (5)	December 31, 2023
96. Municipality of Magnetawan (8)	December 31, 2023

**Municipalities Seeking to Transition in 2024**

<b>Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)</b>	<b>Reported Transition Date</b>
1. Municipality of South Dundas (7)	2024 (no date specified)
2. Township of South Stormont (7)	2024 (no date specified)
3. Township of Faraday (9)	January 1, 2024
4. Town of Hanover (5)	January 1, 2024
5. Township of North Dundas (7)	January 1, 2024
6. City of Orillia (5)	January 1, 2024
7. Tay Valley Township (9)	January 1, 2024
8. Township of Tudor and Cashel (9)	January 1, 2024
9. Region of Waterloo (2)	March 2, 2024
10. Bluewater Recycling Association (4)	April 1, 2024
11. City of Barrie (3)	May 1, 2024
12. Township of Augusta (9)	June 1, 2024
13. Essex-Windsor Solid Waste Authority (2)	August 28, 2024
14. Municipality of Powassan (6)	September 16, 2024
15. County of Norfolk (4)	September 28, 2024
16. Region of Peel (1)	October 1, 2024
17. Town of Fort Frances (6)	October 31, 2024
18. County of Brant (7)	November 1, 2024
19. Town of Blind River (6)	November 20, 2024
20. Township of Evanturel (6)	December 31, 2024

**Municipalities Seeking to Transition in 2025**

<b>Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)</b>	<b>Reported Transition Date</b>
1. County of Oxford (4)	2025 (no date specified)
2. Town of Central Manitoulin (6)	January 1, 2025
3. City of Temiskaming Shores (6)	January 1, 2025
4. Ottawa Valley Waste Recovery Centre (6)	March 28, 2025
5. Region of Halton (1)	April 1, 2025
6. Town of Perth (5)	June 1, 2025
7. Quinte Waste Solutions (4)	August 1, 2025
8. Municipality of Killarney (8)	(by) October 31, 2025
9. Bruce Area Solid Waste Recycling (4)	December 31, 2025
10. Township of Brudenell, Lyndoch & Raglan (9)	December 31, 2025



Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
11. Township of Hilliard (8)	December 31, 2025
12. Municipality of North Stormont (7)	December 31, 2025
13. Municipality of Northern Bruce Peninsula (9)	December 31, 2025
14. Tri-Neighbours Board of Management (6)	December 31, 2025
15. Region of York (1)	December 31, 2025
16. Township of Johnson	December 31, 2025

FOR CONSULTATION



Media Release:

## **Municipalities to be granted approval rights for new landfills**

*Ontario Government introduces legislative changes to Environmental Assessment Process*

TORONTO, ONTARIO, July 8, 2020 --- The Ontario Government today introduced legislation that will provide municipal governments with the right to approve new landfill projects. When the legislative process is complete, impacted communities will have a final say on whether a proposed project can move forward. The legislation provides that municipalities within 3.5km of a proposed landfill site – whether a host municipality, or a neighbouring municipality – will have the right to approve or reject these projects.

The Demand the Right Coalition of Ontario Municipalities ([www.demandtheright.ca](http://www.demandtheright.ca)) has championed the need for municipalities to have approval rights over landfill projects beginning with the Wynne Government in 2017. Since that time, the Coalition has grown to over 148 municipalities across Ontario including both urban and rural communities, two Private Member's Bills were introduced by Oxford MPP Ernie Hardeman, followed by the provincial election in 2018 when then-candidate Doug Ford made an election promise to provide municipalities with landfill approval rights.

"The 148 members of the Demand the Right Coalition wish to express their sincere appreciation to Premier Ford for keeping his election promise and Environment Minister Yurek for his work to develop and introduce this legislation," said Mayor Ted Comiskey, Chair of the province-wide group, and Mayor of Ingersoll. "The Coalition members are especially appreciative for the efforts of Ernie Hardeman who first championed local approval, and then continued to pursue the issue as the Member of Provincial Parliament for Oxford."

The legislation proposes amendments to Ontario's Environment Assessment legislation. Once passed, the legislation will affect any new landfill project that has not already received the approval of the Ministry of Environment, Conservation, and Parks (MOECP).

"We fought hard to have adjacent municipalities included in the approval process," said Comiskey. "This is very important, as the new landfill proposals can have just as much or more impact on an adjacent community as the host community."

Comiskey said, "All the members of our coalition are anxious to see the legislative process completed as soon as possible. Once set into law, private waste management companies will finally have to respect the wishes of local communities."

"This does not mean the end of new landfills in Ontario," Comiskey said. "The legislation creates an even playing field for municipalities and the waste management companies that may want to develop a landfill in or near that community's jurisdiction."

-end-

For more information contact:

Ted Griffith  
Campbell Strategies  
[tedg@campbellstrategies.com](mailto:tedg@campbellstrategies.com)  
416.518.8306

## DEMAND THE RIGHT COALITION OF ONTARIO MUNICIPALITIES

### MEMBERSHIP LIST

#### Municipal Governments (Upper Tier, Lower Tier, and Single Tier)

*as of January 15, 2020*

- |     |                               |     |                            |
|-----|-------------------------------|-----|----------------------------|
| 1.  | Adelaide Metcalfe             | 41. | Englehart                  |
| 2.  | Admaston/Bromley              | 42. | Faraday                    |
| 3.  | Alfred and Plantagenet        | 43. | Georgian Bay               |
| 4.  | Amaranth                      | 44. | Georgian Bluffs            |
| 5.  | Armour                        | 45. | Gillies                    |
| 6.  | Arnprior                      | 46. | Gore Bay                   |
| 7.  | Arran-Elderslie               | 47. | Grand Valley               |
| 8.  | Ashfield, Colbone, Wawanosh   | 48. | Greater Napanee            |
| 9.  | Asphodel-Norwood              | 49. | Halton Hills               |
| 10. | Aurora                        | 50. | Hamilton                   |
| 11. | Bayham                        | 51. | Harley                     |
| 12. | Belleville                    | 52. | Hastings County            |
| 13. | Billings                      | 53. | Hawkesbury                 |
| 14. | Blanford/Blenheim             | 54. | Head, Clara and Maria      |
| 15. | Blue Mountain                 | 55. | Hornepayne                 |
| 16. | Brockton                      | 56. | Howick                     |
| 17. | Bromley                       | 57. | Hudson                     |
| 18. | Brudenell, Lyndoch and Raglan | 58. | Huron Shores               |
| 19. | Burpee and Mills              | 59. | Huron-Kinloss              |
| 20. | Caledon                       | 60. | Ingersoll                  |
| 21. | Calvin                        | 61. | Kenora                     |
| 22. | Canton                        | 62. | Kerns                      |
| 23. | Carlow/Mayo                   | 63. | Killaloe Haggerty-Richards |
| 24. | Casey                         | 64. | Killarney                  |
| 25. | Casselman                     | 65. | La Vallee                  |
| 26. | Chamberlain                   | 66. | Lakeshore                  |
| 27. | Champlain                     | 67. | Lambton County             |
| 28. | Charlton & Dack               | 68. | Lanark County              |
| 29. | Chatsworth                    | 69. | Larder Lake                |
| 30. | Chisholm                      | 70. | Leamington                 |
| 31. | Clarington                    | 71. | Lennox & Addington County  |
| 32. | Cramahe                       | 72. | Loyalist                   |
| 33. | Dawn-Euphemia                 | 73. | Machar                     |
| 34. | Dubreuilville                 | 74. | Machin                     |
| 35. | Durham                        | 75. | Madawaska Valley           |
| 36. | Dysart                        | 76. | Magnetawan                 |
| 37. | East Gwillumbury              | 77. | Malahide                   |
| 38. | East Ferris, Township of      | 78. | Mallorytown                |
| 39. | East Hawkesbury               | 79. | Marathon                   |
| 40. | East Zorra/Tavistock          | 80. | Marmora Lake               |

- |      |                                     |      |                   |
|------|-------------------------------------|------|-------------------|
| 81.  | Mattawa                             | 115. | Scugog            |
| 82.  | Mattice-Val Coté                    | 116. | Slewyn            |
| 83.  | Middlesex County                    | 117. | South Algonquin   |
| 84.  | Middlesex Centre                    | 118. | South Dundas      |
| 85.  | Mississippi Mills                   | 119. | Southgate         |
| 86.  | Montague                            | 120. | South Glengarry   |
| 87.  | Moosonee                            | 121. | South Stormont    |
| 88.  | Morris-Turnberry                    | 122. | South-West Oxford |
| 89.  | Mulmer                              | 123. | St. Charles       |
| 90.  | Nairn and Hyman                     | 124. | St. Joseph        |
| 91.  | New Tecumseth                       | 125. | Stirling Rawdon   |
| 92.  | North Frontenac                     | 126. | Stratford         |
| 93.  | North Huron                         | 127. | Strong            |
| 94.  | North Perth                         | 128. | Sundridge         |
| 95.  | North Trent                         | 129. | Tarbutt           |
| 96.  | Norwich                             | 130. | Tay Valley        |
| 97.  | Oil Springs                         | 131. | Tecumseh          |
| 98.  | Oliver Paipoonge                    | 132. | Tillsonburg       |
| 99.  | Ottawa                              | 133. | Timmins           |
| 100. | Oxford County                       | 134. | Thorold           |
| 101. | Parry Sound                         | 135. | Thunder Bay       |
| 102. | Papineau-Cameron                    | 136. | Trent Lakes       |
| 103. | Peel Region                         | 137. | Tyendinaga        |
| 104. | Perry                               | 138. | Uxbridge          |
| 105. | Perth                               | 139. | Wainfleet         |
| 106. | Pickering                           | 140. | Waterloo Region   |
| 107. | Plummer                             | 141. | Welland           |
| 108. | Plympton-Wyoming                    | 142. | West Elgin        |
| 109. | Port Colborne                       | 143. | West Perth        |
| 110. | Powassan                            | 144. | Windsor           |
| 111. | Prescott & Russell, United Counties | 145. | Woodstock         |
| 112. | Ramara                              | 146. | York Region       |
| 113. | Renfrew County                      | 147. | Zorra             |
| 114. | Ryerson                             |      |                   |

**Board of Directors Meeting Highlights  
Held on July 16, 2020 at 8:30 AM  
as a Virtual Meeting**



**Ontario Government Proposes Major Changes to Environmental Assessment Act**

The Minister of Municipal Affairs and Housing announced new legislation to amend the Environmental Assessment Act in a new Bill, titled the COVID-19 Economic Recovery Act. The proposed changes include:

- **Landfill Approvals:** A requirement for new, large landfill applicants to ensure there is local support from host municipalities, and certain neighbouring adjacent municipalities within 3.5km that meet certain criteria as part of the approvals process. The government, in its announcement, describes this as “a balanced approach that puts communities at the center of decision-making and provides more certainty for landfill applicants, while ensuring enough landfill capacity in the province.”
- **Reducing Delays for Environmental Infrastructure Projects,** including changes to the Environmental Compliance Approval process.
- **Environmental Assessment Timelines:** Reduced timelines for Terms-of-Reference, assessment reviews, and Minister’s decisions, and the creation of Project Lists, which the government believes will reduce timelines from 6 to 3 years for large projects, and match the level of assessment requirements with the level of environmental impact so critical infrastructure projects can get off the ground without undue delay.

This legislation was introduced and must undergo public consultations and committee review before it is brought back to the Legislature for final approval. We will be analyzing these new proposals in detail in the coming days, will be delivering policy recommendations to address key provisions in the Bill, and will be meeting with senior government officials to amend certain provisions that create barriers to expanding waste disposal capacity in Ontario.

**Ontario Government delays commencement of O.Reg. 406/19 (New Excess Soil Regulation)**

On June 12, 2020, the Ministry of Environment, Conservation, and Parks (MECP) notified members of the Excess Soil Engagement Group (ESEG) that because of the impact that the COVID-19 outbreak has had on the regulated community, it will delay the implementation of the first phase of requirements under the new Excess Soil Regulation by six months, from July 1, 2020 to January 1, 2021. MECP also amended O. Reg. 153/04 to exempt temporary health or residential facilities, such as temporary hospitals or shelters, from needing a Record of Site Condition (RSC) before being established in response to an emergency. This amendment will remain in place and apply to any future emergencies.

## Arbitrator Clarifies Annual Blue Box Funding Obligation

A recent arbitrator's decision has resolved a dispute between Stewardship Ontario and the Resource Productivity and Recovery Authority (RPRA) about costs included in the Blue Box steward funding obligation.

The annual steward funding obligation is the total amount that Ontario stewards must pay to municipalities for operating the Blue Box program and is the most significant driver of steward fees.

Stewardship Ontario initiated arbitration in October 2018 after being unable to resolve its concerns about three costs included in the obligation and detailed below. The net result of the arbitration is the elimination of one of the cost items.

**In-kind:** In addition to the value of in-kind advertising provided by newspaper publishers, a cash contribution by stewards was first included in the 2015 steward obligation, resulting in approximately \$1.1 million annually in fees

payable by all stewards. The arbitrator accepted Stewardship Ontario's position that RPRA did not have the legal authority to include this charge in setting the steward obligation and directed RPRA to remove this cost from the 2019 and subsequent obligations.

**Material Management:** Stewardship Ontario raised a concern that the annual obligation incorrectly included municipal costs for materials that did not fit the definition of Packaging and Printed Paper (PPP). The arbitrator determined that RPRA is entitled to continue including this cost in the obligation and recommended collaboration on a better methodology to identify material in the municipal blue box that can properly be removed from the steward funding obligation.

**Cost Containment:** Steward cost containment was introduced in the 2016 obligation in response to growing net municipal costs from a changing Blue Box material mix and to incentivize stewards to develop PPP that is easier and less costly to recycle. Stewardship Ontario questioned the legitimacy of a steward cost containment fee at the outset and again when the annual amount increased from \$2.1 million in 2016 to \$7.1 million in the 2019 obligation. The arbitrator's interpretation of the Blue Box Program Plan is that RPRA is entitled to include cost containment in the steward obligation. Further, RPRA's formula for calculating steward cost containment was not unreasonable because, among other things, RPRA is now in the course of reconsidering the methodology in setting the 2020 steward obligation and a forward-looking solution is more reasonable than going over old ground.



### **MHSW Transitioning to Full Producer Responsibility**

The Ministry of the Environment, Conservation and Parks has announced it is moving forward with transitioning the waste diversion program for Municipal Hazardous or Special Waste (MHSW) to full producer responsibility. The MHSW program, and the Industry Funding Organization that operates these programs under the Waste Diversion Transition Act, are to wind up by June 30, 2021, when they will be transitioned to producer responsibility. The next stage in this transition process is the development of a new regulation under the Resource Recovery and Circular Economy Act. A proposed MHSW regulation will be released in fall 2020 for public consultation on the Environmental Registry, with the goal of finalizing the regulation early in 2021. The Ministry will be hosting webinars throughout July 2020.



### **Provide feedback on Stewardship Ontario's Blue Box Program Wind-up Plan**

Stewardship Ontario (SO) is seeking feedback as it develops its proposed wind-up plan for the Blue Box Program. You can submit feedback until Wednesday, July 15, 2020. All comments will be summarized in a consultation report that SO will submit to the Authority, along with the proposed wind-up plan, by August 31, 2020. The Authority expects to approve the proposed wind-up plan by December 31, 2020.

SO held webinar consultations on the development of its plan on June 16 and 17, 2020. Review the consultation materials.

### **Authority approves Surplus Fund Addendum to MHSW Program Wind-up Plan**

The Authority has approved Stewardship Ontario's (SO) surplus fund transfer addendum to the MHSW Wind-up Plan with conditions. The addendum details how much of the surplus funds will be transferred to the Industry Stewardship Organizations (ISOs) as a lump sum, as well as how SO can recover unexpected expenses related to the materials managed by ISOs if there is a delay in the wind up.



### **HWIN Modernization**

The Ministry of the Environment, Conservation and Parks is seeking feedback on the proposed changes to modernize and transition Hazardous Waste digital reporting services to the Resource Productivity & Recovery Authority (the Authority). These proposed changes will make reporting simpler, faster and more cost-effective for the regulated community, while creating better oversight of hazardous waste management in the province by providing more timely, accurate information to the ministry.

The feedback they receive will be used to inform regulatory and program changes that support the modernization and transition of digital reporting services to the Authority.

The discussion paper includes a number of questions for your consideration. For example, they are considering changes to registration and reporting that would remove some duplicative reporting and unnecessary data entry. We are looking for your advice on how we can best implement the proposed changes.

They would also like to better understand the impacts of modernizing hazardous waste digital reporting services on businesses, so that they can help make reporting as easy as possible. For example, they want to know how much making the change to digital reporting would cost your business and the types of supports you need to ensure a seamless transition to the new digital reporting service.

This discussion paper has been posted to the Environmental Registry (<https://ero.ontario.ca/notice/019-1760>) for a 60-day comment period, from June 19, 2020 until August 18, 2020.

We encourage you to read the discussion paper and submit your comments by the close date. If you have any questions regarding this proposal, please reply to this email or email [HWINmodernization@ontario.ca](mailto:HWINmodernization@ontario.ca).

### **Batteries Now Managed Under Individual Producer Responsibility Framework**

On June 30, 2020, the waste recovery program for single-use batteries operated by Stewardship Ontario ended. As of July 1, 2020, both single-use and rechargeable batteries became the second material, after tires, to be managed under Ontario's individual producer responsibility regulatory framework. RPRA is the regulator mandated by the Ontario government to oversee the new framework.

### **Participate in RPRA's Proposed 2020 Registry Fees Consultation**

The Authority is consulting on its proposed 2020 Registry fees for tires, batteries and electronics. These are fees that registrants pay to the Authority to cover the Authority's costs related to building and operating the Registry, and compliance and enforcement activities.

They are hosting two webinars to describe the methodology used to calculate the proposed fees and gain feedback from registrants and other interested stakeholders. Learn more and sign up for a webinar.





## Resource Productivity and Recovery Authority Annual Report

The Authority's released its 2019 Annual Report and it discusses the Authority's work in 2019, including its financial performance, as well as the role it plays in supporting Ontario's transition to a circular economy.

Some highlights from the report include:

- Tires, the first material designated to transition to individual producer responsibility (IPR), was regulated under the Resource Recovery and Circular Economy Act, 2016 (RRCEA).
- Winding up the remaining three waste diversion programs; WEEE, MHSW, and Blue Box Programs continued under the Waste Diversion Transition Act, 2016 (WDTA) and transitioning them to the IPR framework under the RRCEA.
- The Authority's consultation with stakeholders on Stewardship Ontario's proposed wind-up plan for the Municipal Hazardous or Special Waste (MHSW) Program.



The Authority published the 2018 Datacall Report, which presents the outcomes of residential waste diversion programs operated by municipalities, recycling associations, and First Nation communities. Information from the report is used to determine net Blue Box system operating costs and set the steward obligation.

RPRA employs a communications' strategy that strives to provide stakeholders with clear, relevant, and timely information to help them understand the Authority's mandate and regulatory requirements to support industry compliance.

### Robert Poirier Elected Chair of the Authority's Board of Directors

The Authority is pleased to announce the election of Robert Poirier as Chair of the Authority's Board of Directors effective June 24, 2020. Mr. Poirier was first elected director to the Authority's Board on November 1, 2017. He is also Chair of the Toronto Port Authority, and a director of Metrolinx, where he also serves on two industry committees.

Mr. Poirier's election as Chair comes after Glenda Gies resigned as Chair of the Authority's Board. Ms. Gies also resigned from the Board effective July 1. [Learn more.](#)



## Lion Electric Delivers Waste Truck To Waste Connections

The Lion Electric Co. and Boivin Evolution (BEV) have sold their first Lion8 chassis with fully automated side load bodies to Waste Connections, a provider of non-hazardous solid waste collection, transfer, recycling and disposal services in the U.S. and Canada



The introduction of these electric vehicles into markets in Washington and Florida will represent the first applications of zero-emission trucks with fully electric waste collection bodies and automated arms in North America, says Lion.

The trucks will be delivered and put into service before the end of 2020. Waste Connections will maintain them, supported by local Lion teams. “We currently have an Experience Center in Seattle, and we are about to open another one in Florida,” said Gervais. These centers are notably designed to inform fleets about electrification, the capabilities of electric vehicles and vehicle charging.

Waste Connections says this investment furthers its sustainability efforts and is consistent with its commitment to growing and expanding its environmental initiatives through technology and innovation. “Developed for the electric market, the combination of the Lion8 chassis and the BEV all-electric automated side-loading body offers a cost-effective waste management solution, which reduces greenhouse gas emissions”, says the company.

With its 252-kilowatt batteries, the Lion-BEV waste collection truck offers a range of 130 miles on a single charge, providing a full day of operation (1,200 households). It does not require hydraulic pumps, valves, hoses or fluid. All arm and body movements are powered by the battery that drives electric motors for each function.

Lion says overnight recharging when the truck is not in operation and when the demand for electricity is lower reduces energy costs.

Savings on total energy costs could reach 80%, adds Lion, and maintenance costs can be reduced by 60% thanks to the simple electric powertrain that requires little maintenance and has few components.

In addition, Lion will deliver two roll-off trucks by the end of the year to Ecomaine, a non-profit waste management company located in Portland, Maine.

## 86 Percent Of Canadians Support Ban On Single-Use Plastics

An Oceana Canada-commissioned Abacus Data study conducted shows that the vast majority - 86 percent - of Canadians want the government to fulfill its commitment to ban harmful single-use plastics by 2021.

This compares to a similar survey conducted in 2019 that found 81 per cent of Canadians supported such a ban.

On World Oceans Day, Oceana Canada launched a petition calling on the Prime Minister and the Minister of the Environment to fulfil their mandate commitment to ban unnecessary single-use plastics - such as straws, bottles, cups and other food packaging - by 2021.

Twenty-two million kilograms of plastic leaks into the ocean every day, equivalent to one garbage truck per minute, threatening marine life and ecosystems. Over time, plastic breaks down into tiny pieces, which we all eat and breathe in. It is in Arctic ice, every fish tested in the Great Lakes, beluga whales, seabirds and more than half of all sea turtles. Plastics are on the seafloor in the deepest parts of the ocean, in the ocean breeze and have even now been found in rain. To make matters worse, plastic production is expected to increase fourfold by 2050.

In Canada alone:

- Less than 10 percent of the plastic discarded is recycled.
- 47 per cent of the plastic waste generated comes from plastic packaging and single-use plastics.
- Canada creates 3.3 million tonnes of plastic waste every year.
- 29,000 tonnes of plastic leaks into Canada's environment every year due to poorly managed plastic waste.

## Wellington County Adds The Colour Green To Its Collection Program

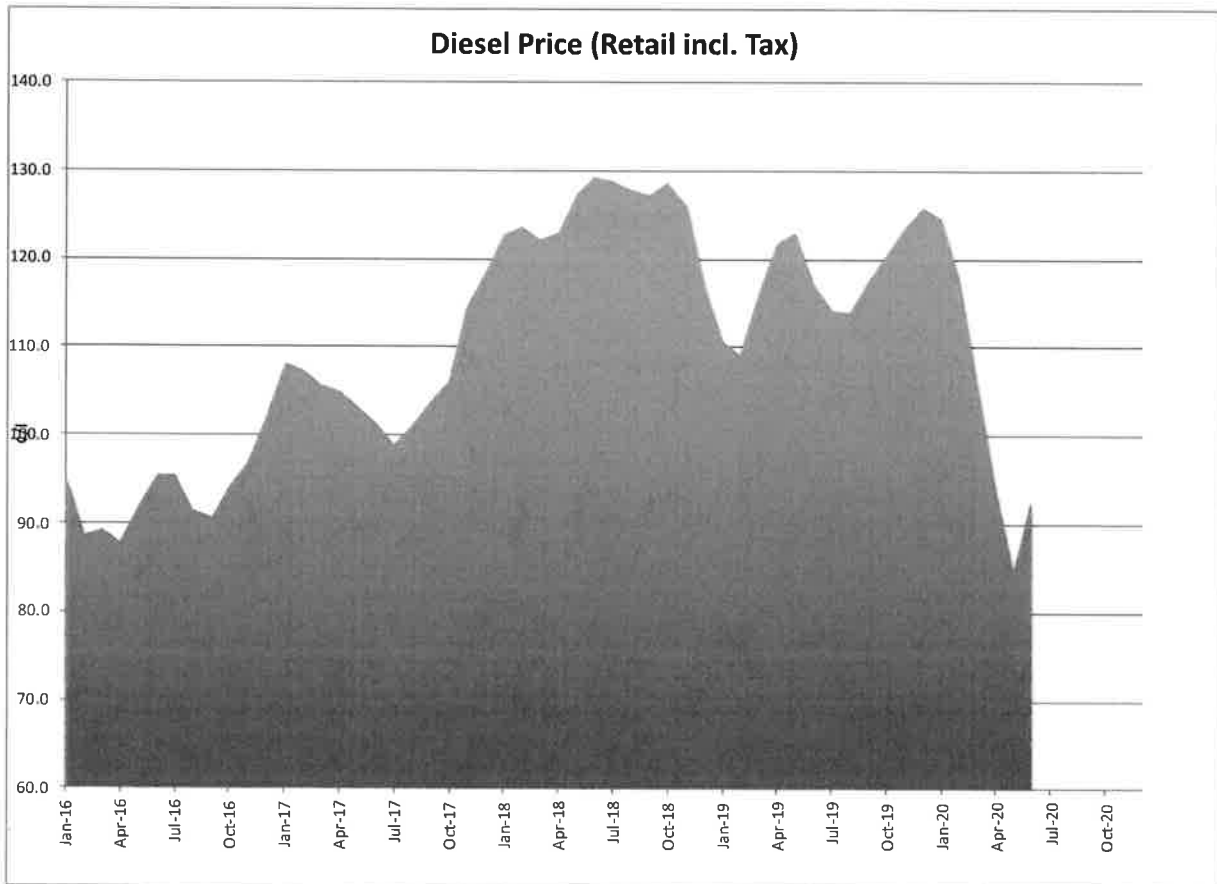
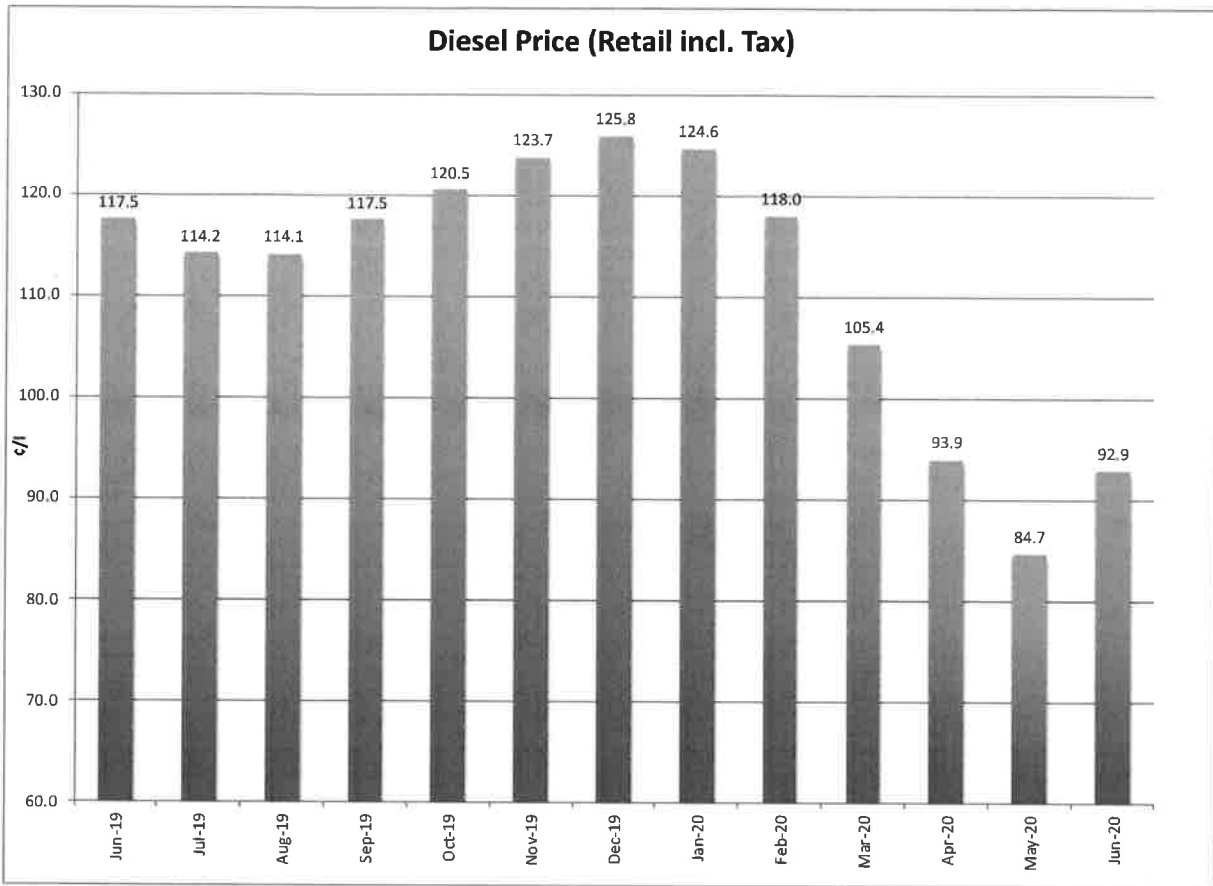
Green bins and a new curbside collection program begin across Wellington County next week.

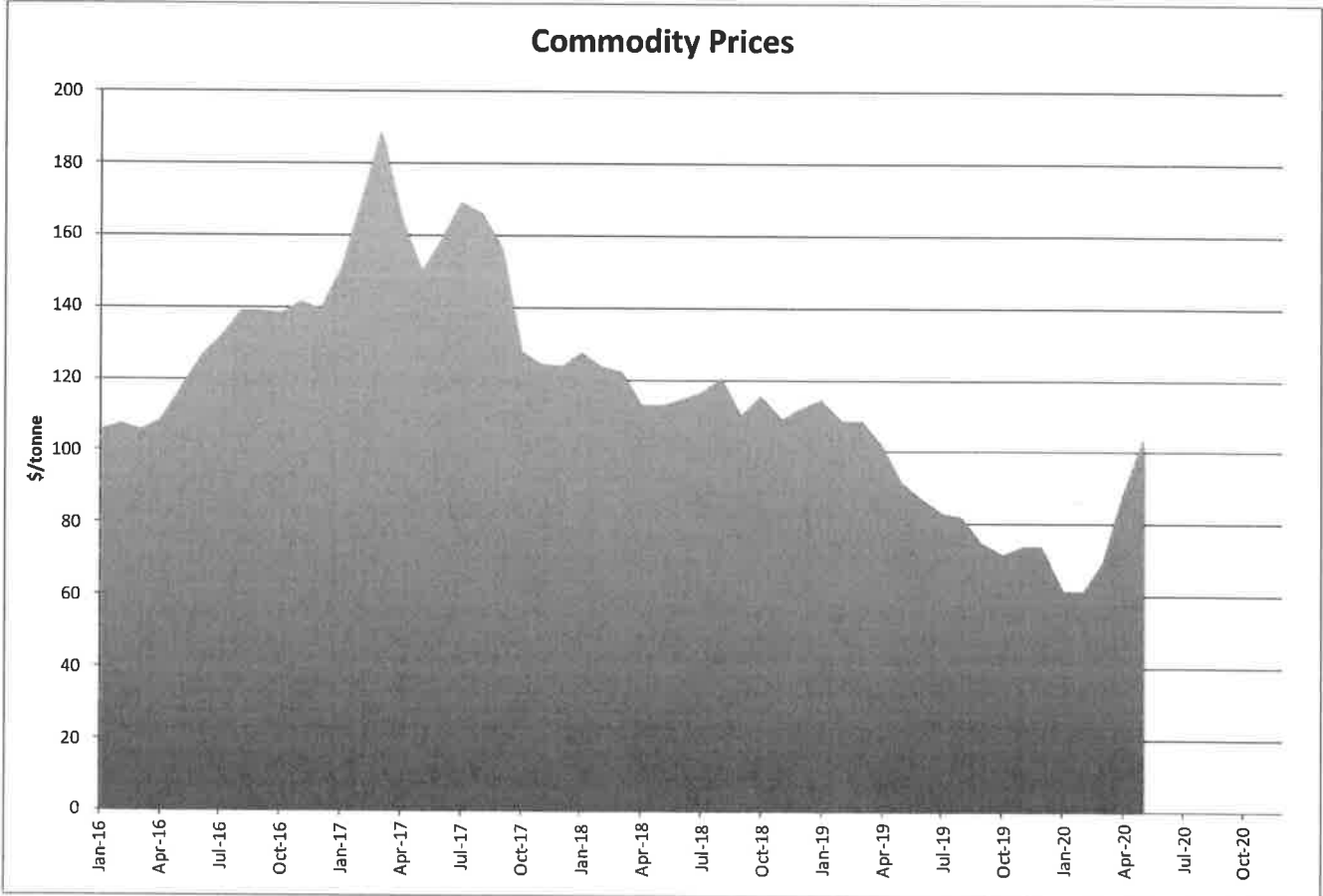
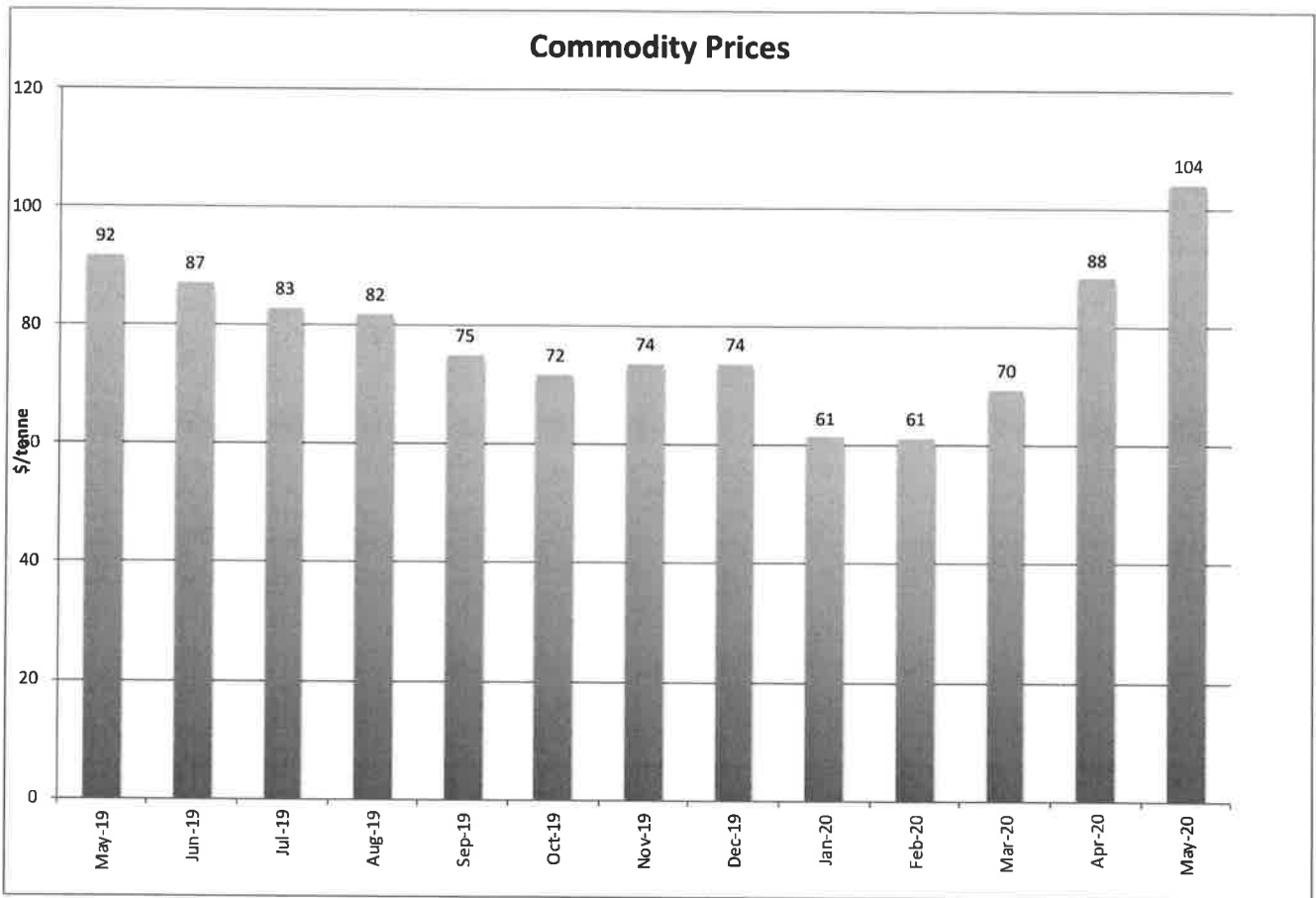
The program started July 7th and includes standardized collection frequency for both urban and rural households.

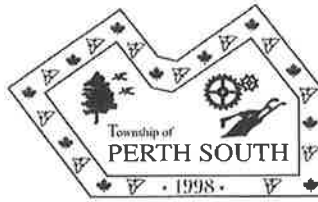
Materials is collected on both sides of the road. Recycling and organics is collected weekly but garbage is every other week. Garbage bags need user pay tags in order to be picked up.

In a release the county says the green bin program is expected to divert 2,000 tonnes of food and organic waste from its landfill site each year. It says the province as a whole only has 14 years of landfill capacity left.









Corporation of the Township of Perth South  
3191 Road 122  
St. Pauls, ON N0K 1V0  
Telephone 519-271-0619  
Fax 519-271-0647

July 9, 2020

Agricorp  
Attn: Board of Directors  
1 Stone Road West  
Box 360 Stn Central  
Guelph, ON N1H 8M4

**Re: Farm Property Class Tax Rate Program**

Dear Board of Directors

The Farm Property Class Tax Rate program was developed by the province to support agriculture in Ontario. Through this program, farmland owners receive a reduced property tax rate. Eligible farmland is taxed at no more than 25% of the municipal residential tax rate. This program is administered by Agricorp, the Municipal Property Assessment Corporation (MPAC), and municipalities with farmland assessment within their municipality.

The Assessment Roll is returned by MPAC in December of each year for the following year. It is important that the assessment roll values on the returned roll received from MPAC are accurate as these values are used as the basis for the calculation and distribution of taxes. However, we have found that the 2020 Assessment Roll as returned

by MPAC requires many adjustments in the form of Tax Incentive Adjustments (TIA) for the Farm Property Class Tax Rate Program, each of which result in taxation write-offs for the Township.

The TIAs are required to transfer properties which have become eligible for the Farm Property Class Tax Rate Program from the Residential Class back to the Farmland Class. It is our understanding that the large number of TIAs that are processed by MPAC are necessary due to the number of farm properties that have sold their property, made a change to the ownership of the property, or failed to submit paperwork to Agricorp by the required deadline.

The result is that the Assessment Roll is returned with an overstated Residential Class assessment and an understated Farmland Class assessment and when used in the determination of the Residential Tax Rate at budget time results in a rate that is less than it would otherwise be. In addition, taxation write-offs of 75% of the residential amount must be refunded. These refunds are required for the current year, and in some instances, in the prior year as well, placing a financial burden on municipalities.

While these adjustments are not new, they certainly seem to be increasing in volume in more recent years and we anticipate that they will continue to increase as baby-boomer farmers continue to retire and sell their farmland.

In 2020 Perth South had \$34,606,000 of Farmland Class assessment transferred to Residential Class assessment. As a result of this transfer the total write-off is \$213,550.86 of which \$107,041.20 is Perth South's portion, \$66,799.27 is Perth County's portion and \$39,710.39 is the School Board's portion. While a tax write-off of \$107,041 may not seem like a large amount for many municipalities, in Perth South is it significant and would require a 3% levy increase to offset this amount.

Perth South is also concerned with the impact that these "misclassified" properties may be having on information used by other provincial departments. For example, the classification of Farmland assessment as Residential assessment negatively impacts the

Ontario Municipal Partnership Fund (OMPF) calculation, specifically the Farm Area Measure, which could result in a financial loss in the form of reduced grant funding for the year. Despite the fact that there has been no development on farmland, Perth South's Farm Area Measure decreased from 91.7% to 90.8% in 2020, a decrease attributed to the transferring of property from the Farmland Class to the Residential Class. If the Farm Area Measure were to fall below 90% Perth South would incur a loss in grant funding, a loss we simply cannot afford. And should such a loss occur there does not appear to be a mechanism to allow for the correction of the OMPF allocation following the transfer of assessment back from Residential Class to Farmland Class.

It should also be recognized that the levy costs imposed on municipalities for maintenance and administration costs of conservation authorities is also impacted by this transfer of land from the Farmland Class to the Residential Class. The apportionment of costs is determined by multiplying Current Value Assessment (CVA) in the Residential Property Class by a Factor of 1 and multiplying the CVA in the Farmlands Property Class by a factor of .25. The inclusion of assessment from the Farmland Property Class in the Residential Property Class artificially increases our proportionate share of maintenance and administrative costs and represents another unreconcilable calculation for which we are financially penalized.

The current process places an administrative burden on municipalities and diverts staff time from other administrative work that we simply do not have to spare. In recent years the provincial government has been working with municipalities and other partners to improve service delivery and efficiencies. As part of their review, *Managing Transformations: A Modernization Action Plan*, there was a focus on strong leadership by the government to work with ministries and various partners to strengthen horizontal coordination and establish a renewed focus on improving the efficiency, productivity and outcomes of the Broader Public Sector, while at the same time delivering the most efficient Ontario Public Services possible. A similar review of the delivery of this program may be very beneficial.



Perth South understands that the province and MPAC need to ensure that each farm operation meets the requirements of the Farm Property Class Tax Rate Program, but we feel that there must be a more efficient and effective way for this to be achieved. Perth South would like to be part of the solution and suggests that all stakeholders to the Farm Property Class Tax Rate Program review the current program in an effort to find efficiencies and ultimately, a less disruptive classification process.

Yours Truly,



Mayor Robert Wilhelm  
Township of Perth South

Cc: Hon. Vic Fedeli, Minister of Finance  
Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
Randy Pettapiece, MPP Perth Wellington  
Board of Directors, Municipal Property Assessment Corporation (MPAC)  
Board of Directors, Rural Ontario Municipalities Association (ROMA)  
County of Perth  
Ontario Municipalities



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Community Safety & Well-Being Plan Participation Agreement  
**Meeting:** Council - 23 Jul 2020  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council agree to enter into an agreement with the County of Lambton and Lambton County Municipality's in the formulation of a draft Community Safety & Well-being Plan(CSWB) pursuant to Part XI of the Police Services Act for future adoption.**

### Background:

Community Safety & Well Being Plans are mandated by the province and municipalities are required to develop and adopt.

Lambton County has agreed to take the lead in the development of one Community Safety & Well Being Plan for the entire county .

### Comments:

A brief communication is attached to this report explaining the collective efforts on the project and coordination of the agreement. The By-law and associated agreement are also attached for review of Council.

### Financial Considerations:

Cost efficiencies will be realized by working with the County and other Lambton County municipalities. Brooke-Alvinston is responsible for 2.1% for reimbursement of any sums outstanding for third party service provider costs.

## Lambton County’s Community Safety & Well-being Plan

### Why create a Community Safety & Well-being Plan?

Ontario-wide legislation requires, as part of the *Police Services Act* (effective January 1, 2019) and the *Safer Ontario Act* (2018), that municipalities develop and adopt a Community Safety and Well-being Plan, working in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services. Additional requirements are also outlined in the legislation pertaining to conducting consultations, contents of the plan, and monitoring, evaluating, reporting and publishing the plan.

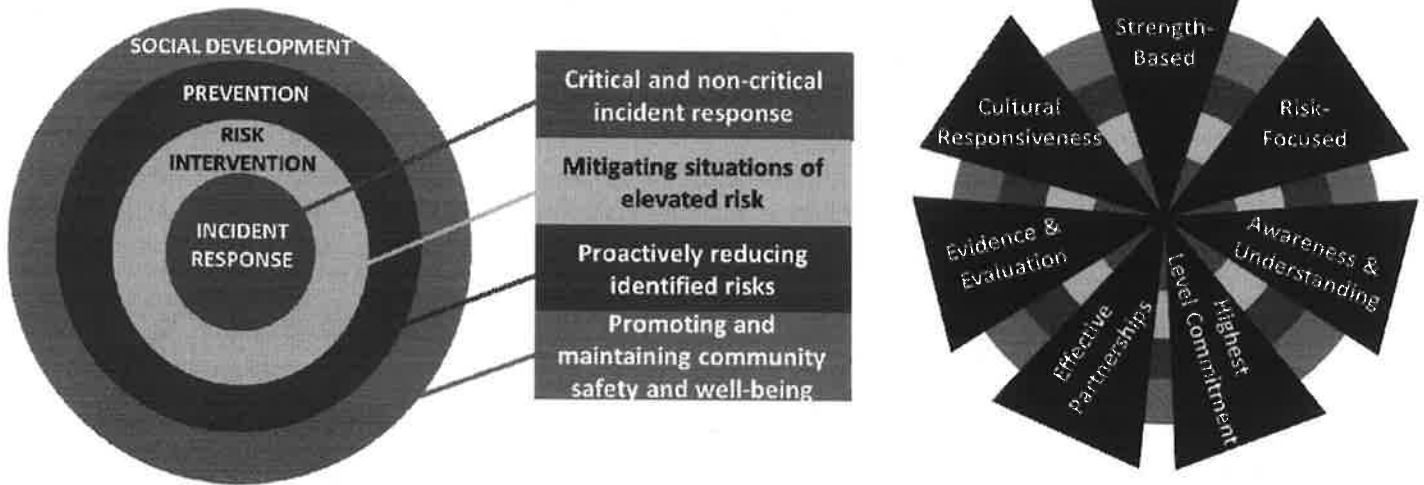
**PLEASE NOTE:** This Overview represents an update of the initiative as of July 2020, which is a “re-start” from the initial launch planned in March 2020.

On February 5, 2020 Lambton County Council approved that one County-wide Plan would be created rather than an individual plan for each lower-tier municipality.

### What is a Community Safety & Well-being Plan?

The ultimate goal of a Community Safety and Well-being Plan is to achieve sustainable communities where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression. The success of society is linked to the well-being of each and every individual.

The Plan is meant to reflect the needs and assets of the community and is built on four **Key Components** and seven **Critical Success Factors**.



More detailed information is available from the Ministry of the Solicitor General at <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>

### How will we create the Plan?

The planning process is meant to be a shared responsibility by all members of the community and requires an integrated approach to bring municipalities, First Nations (if they choose to opt into this process) and community partners together to address the collective goal. The planning process will involve consultations with the community, guided by the two leadership groups: a small Oversight Committee and a larger Advisory Group. As needed, specific perspectives will be sought from community stakeholders as part of a Reference Group.

July 2020

Insights and ideas shared by community members will inform the content of the plan, help identify any potential gaps and build the strategies and actions for the Plan.

A CSWB Plan must include the following core information:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data;
- Evidence-based programs and strategies to address those priority risk factors; and,
- Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

**What is the timing for the Plan? (adapted based on pandemic limitations)**

Bill 175 – The Safer Ontario Act, requires the preparation and adoption of a CSWB Plan by January 1, 2021<sup>1</sup>. Because of COVID-19, this timeline will be adjusted but, as of yet, we do not know the revised deadline. The more specific timeline includes the following steps:



**How to stay informed about the development of Lambton's Plan:**

Watch for more information on the County of Lambton's Web site:

(<http://www.lambtononline.ca/communitysafety>)

**For more information, contact Project Consultant, Nancy Dubois, at:**

[dubfit@rogers.com](mailto:dubfit@rogers.com), 519 754 7926

<sup>1</sup> This deadline will be adjusted by the Province of Ontario but it is not yet known what the new dates will be.  
July 2020

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

By-law Number xx of 2020

A By-law to authorize an agreement with the County of Lambton, Community Safety Well-being Planning Oversight Committee and participating Lambton Municipalities for the purpose of adopting a Community Safety Well-Being Plan

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston deems it expedient to enter into an agreement with the Corporation of the County of Lambton, Community Safety Well-being Planning Oversight Committee and participating Lambton Municipalities for the purpose of adopting a Community Safety Well-Being Plan in accordance with Part XI of the Police Services Act,

NOW THEREFORE the Council of The Corporation of the Municipality of Brooke-Alvinston hereby enacts as follows:

1. The Corporation of the Municipality of Brooke-Alvinston is authorized to enter into an agreement with the Corporation of the County of Lambton Community Safety well being Planning oversight Committee and participating municipalities, as annexed hereto as Schedule 'A'.
2. That the attached Community Safety and Well-Being Plan Participation Agreement is hereby approved and authorized, as attached hereto, and forming part of this by-law.
3. That the Mayor and Administrator/Clerk are authorized to execute the agreement and to affix to it the Corporate Seal of the Corporation of the Municipality of Brooke Alvinston.

By-law read a first, second and third time and finally passed this 23rd day of July, 2020

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David Ferguson, Mayor

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Janet Denkers, Clerk-Administrator



## **Community Safety and Wellbeing Plan Participation Agreement**

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This Participation Agreement is made as of this \_\_\_ day of \_\_\_\_\_, 2020

**BETWEEN:**

**THE CORPORATION OF THE COUNTY OF LAMBTON**  
(hereinafter, the "County")

and

the **PARTICIPATING MUNICIPALITIES**  
**listed in Appendix "A" attached hereto**  
(hereinafter, the "Participating Municipalities")

and

**COMMUNITY SAFETY WELLBING PLANNING OVERSIGHT COMMITTEE**  
(hereinafter, the "Oversight Committee")

**RECITALS:**

- A. The County is the upper-tier municipality in Lambton County;
- B. Each of the Participating Municipalities are lower tier municipalities in Lambton County;
- C. Each of the Participating Municipalities are required to prepare and adopt, by resolution, a Community Safety and Wellbeing Plan (as defined below) in accordance with the requirements of Part XI of the *Police Services Act*;
- D. Each of the Participating Municipalities wish to work together to develop their respective community safety and well-being plans and, to that end, wish to collaborate and establish a joint oversight committee for those purposes;
- E. In an effort to coordinate their activities contemplated in recital D above, the Participating Municipalities have asked the County to assist in coordinating the activities of the oversight committee and, secondly, retaining a third party service provider to assist the oversight committee in preparing drafts and final copies of their respective Community Safety and Wellbeing Plan;

- F. The County has agreed to assist in coordinating the Participating Municipalities' oversight committee and retaining, upon receipt of the recommendation of the oversight committee, a third-party service provider to assist the oversight committee develop and complete the Participating Municipalities' Community Safety and Wellbeing Plan.

**NOW THEREFORE** for valuable consideration received, which is hereby acknowledged, the parties hereby agree as follows:

## 1. Definitions

In this Agreement, the following capitalized terms have the following meaning:

- (a) "**Community Safety and Wellbeing Plan**" means the community safety wellbeing plan mandated pursuant to Part XI of the *Police Services Act* and meeting the requirements thereof and that of any other applicable legislation, prepared in accordance with and in reference to the Province of Ontario's Community Safety and Wellbeing Planning Framework.
- (b) "**Participating Municipalities**" means those municipal corporations identified in Appendix "A" attached hereto.
- (c) "**Oversight Committee**" means, together, the individuals and positions listed in Appendix "B" attached hereto which, together, constitute an advisory committee for purposes of Part XI of the *Police Services Act* and, specifically, for purposes of developing and recommending a Community Safety and Wellbeing Plan.

## 2. Participating Municipalities - Establishment of Oversight Committee

- (a) Each of the Participating Municipalities hereby agree and consent to the establishment of the Oversight Committee and to that Oversight Committee carrying out, on behalf of the Participating Municipalities, and with the assistance of a third-party service provider to be retained by the County pursuant to section 4 below, the necessary activities, consultations and responsibilities set out in, and in accordance with, Part XI of the *Police Services Act*, and for the said Oversight Committee to prepare and recommend to each of the Participating Municipalities a draft Community Safety and Wellbeing Plan for the Participating Municipalities own consideration and adoption.



### 3. Oversight Committee

- (a) Each of the individuals listed in Appendix "A" attached hereto hereby agree and consent to forming the Oversight Committee and performing, with the assistance of a third-party service provider to be retained by the County pursuant to section 4 below, the consultations, reviews, studies required pursuant to Part XI of the *Police Services Act* to prepare a draft Community Safety and Wellbeing Plan for presentation and recommendation to each of the Participating Municipalities.
- (b) The County shall not be responsible or liable for any wages, benefits, or other compensation owing to any of the members of the Oversight Committee for any work performed by those members on the Oversight Committee, other than for the wages, benefits and compensation payable to the County's own employees who are members of the Oversight Committee. Members of the Oversight Committee and Participating Municipalities shall make their own arrangements for compensation (wages, benefits, etc...).
- (c) The County, members of the Oversight Committee and Participating Municipalities shall not be liable or otherwise responsible for any actions, inactions, omissions and/or negligence of the Oversight Committee and/or any of its members in the performance of their obligations under Part XI of the *Police Services Act* and in the preparation of a Community Safety and Wellbeing Plan, and neither the County, members of the Oversight Committee nor any Participating Municipalities shall have any claims against any other party hereto for any actions, inactions, omissions and/or negligence or any other party in relation thereto. Each party hereto hereby releases the other parties for any such claims, damages and losses incurred, or alleged, in relation the performance of any obligation, consultation, study, etc... set out in Part XI of the *Police Services Act* and/or arising in the preparation of the Community Safety and Wellbeing Plan.
- (d) Save and except for executing its obligations set out herein, the members of the Oversight Committee shall have no other obligation to the County and/or to any of the Participating Municipalities hereunder and to the other members of the Oversight Committee, and no member of the Oversight Committee shall incur or otherwise be liable in his or her personal capacity to the County and/or any of the Participating Municipalities or to each other for any losses, damages and/or claims suffered by any of them for anything or any matter arising under this Agreement.

#### **4. County Obligations, Third Party Service Provider Retainer, Grant Application and Reimbursement from Participating Municipalities**

##### County Retains Service Provider on Behalf of Participating Municipalities and Oversight Committee

(a) The County hereby agrees to, only:

- a. coordinate the activities of the Oversight Committee so that the Oversight Committee, with the assistance of a third-party service provider and a sub-advisory committee, performs the tasks and deliverables set out in Part XI of the *Police Services Act* and prepares a final draft Community Safety and Wellbeing Plan for review, consideration and adoption by each of the Participating Municipalities; and
- b. retain, for the benefit of the Oversight Committee and each of the Participating Municipalities, a third party service provider recommended and selected by the Oversight Committee to prepare a Community Safety and Wellbeing Plan and to assist the Oversight Committee perform and complete any and all other tasks and deliverables set out in Part XI of the *Police Services Act*, and to pay that service provider's invoices for services rendered up to, in the aggregate, \$50,000.00 (inclusive of H.S.T.), provided that such invoices are submitted to the County by the service provider by no later than February 28, 2021.

(b) For greater certainty, the County assumes no liability and/or responsibility for any losses, claims, disputes and/or damages claimed and/or sustained by any person in connection with the works of the Oversight Committee and the Community Safety and Wellbeing Plan and anything related thereto, and each of the Participating Municipalities and Oversight Committee hereby releases and agrees to jointly and severally defend and indemnify the County from any such liability and/or responsibility.

##### Oversight Committee to Apply For Funding

(c) The Oversight Committee shall or shall cause the Oversight Committee and/or one or more of its members on behalf of the Oversight Committee or such other person benefitting from the works of the Oversight Committee to apply, as soon as possible, for any and all financial grant(s) and/or other source of funding offered or otherwise available from any other party including the Province of Ontario and any of its ministries to pay for the costs of: (a) retaining the third-party service provider and any and all fees associated with that person's

services, (b) preparing the Community Safety and Wellbeing Plan, and (c) any other costs incurred by the Oversight Committee. Upon request, the Oversight Committee shall provide the County within ten (10) days of the County's written request whatever reasonable information the County requests of the Oversight Committee in regards to the status of any application and/or efforts made by the Oversight Committee and/or any of its members in applying for such financial grants and/or other source of funding. The Oversight Committee shall forward any and all financial grants and/or sources of funding to the County for the County to apply towards the costs incurred by the County in paying the fees payable to the third-party service provider retained pursuant to and for the purposes of paragraph (a) above.

Participating Municipalities to Reimburse County

- (d) Each of the Participating Municipalities agrees to reimburse the County its share of the difference between:
- (i) the costs incurred by the County, up to \$50,000.00 (inclusive of H.S.T), in payment of the third party service provider's invoices for services rendered for the purposes of paragraph (a) above; and
  - (ii) the monies received by the County from third party sources secured by the Oversight Committee in reimbursement thereof,

that remains outstanding and owing to the County as at March 31, 2021, in each of the Participating Municipalities' share set out in column B of Appendix "A" attached hereto. The County shall invoice each Participating Municipalities' share of such outstanding contribution and each Participating Municipalities shall pay the County's invoice within thirty (30) days of the date of the County's invoice.

**5. Records, Reports**

- (a) The County agrees to keep records of all invoices paid by the County to the third-party service provider pursuant to this Agreement and to make those records available to each of the Participating Municipalities within ten (10) days of receiving a written request therefor.

## 6. Notices

- (a) Any notice or communication required to be given under this Agreement shall be in writing and shall be served personally, delivered by courier or sent by registered mail, or sent by facsimile addressed to the other party(ies) to, in the case of the County and/or any of the Participating Municipalities, the attention of the "Clerk" of that party at the address publicly available for such party(ies), and in the case of the Oversight Committee, to the attention of the County-appointed emergency management professional member of the Oversight Committee.

## 7. Amendments

- (a) This Agreement may not be amended except by written agreement of all of the parties hereto. No waiver of any provision of this Agreement shall be effective unless such waiver is in writing and signed by an authorized representative of each party.

## 8. Governing Law

- (a) This Agreement and the rights, obligations and relations of the parties hereto shall be governed by and construed in accordance with the laws of the Province of Ontario.

## 9. Entire Agreement

- (a) This Agreement and its Appendices "A" and "B" constitute together the entire Agreement between the parties hereto on the subject matter hereof and supersedes all previous expectations, understandings, communications, representations and agreement whether verbal or written between the parties with respect to the subject matter hereof and may not be modified except by subsequent agreement in writing by the parties.

## 10. Counterparts

- (a) This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Communication of an executed copy of this Agreement, or of any counterparts thereto, by facsimile transmission or electronically in portable document format (PDF) shall constitute good and effective delivery.

The parties have executed this Participation Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2020.

[signature page follows]

The Corporation of the Municipality of Brooke-Alvinston

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of Enniskillen

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of Dawn-Euphemia

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Municipality of Lambton Shores

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Town of Petrolia

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Town of Plympton-Wyoming

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of St. Clair

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Village of Point Edward

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Village of Oil Springs

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of Warwick

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the City of Sarnia

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the County of Lambton

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Clerk

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Oversight Committee

By all of its members:

_____	_____
_____	_____
_____	_____
_____	_____

**Appendix "A"****Participating Municipal Corporations**

<b><u>Column A</u></b>	<b><u>Column B</u></b>
<b>Participating Municipality</b>	<b>Percentage of Share of Amount Payable to the County in Reimbursement of any Sums Outstanding for Third-Party Service Provider Costs</b>
The Corporation of the Municipality of Brooke-Alvinston	<b>2.1%</b>
The Corporation of the Township of Enniskillen	<b>2.3%</b>
The Corporation of the Township of Dawn-Euphemia	<b>3.1%</b>
The Corporation of the Municipality of Lambton Shores	<b>13.7%</b>
The Corporation of the Town of Petrolia	<b>3.2%</b>
The Corporation of the Town of Plympton-Wyoming	<b>7%</b>
The Corporation of the Township of St. Clair	<b>14%</b>
The Corporation of the Village of Point Edward	<b>2.3%</b>
The Corporation of the Village of Oil Springs	<b>0.3%</b>
The Corporation of the Township of Warwick	<b>3%</b>
The Corporation of the City of Sarnia	<b>49%</b>

## Appendix "B"

### Oversight Committee Members

<b>Name</b>	<b>Employer</b>	<b>Position with Employer</b>
Bill Weber	County of Lambton	Warden
Norm Hansen	Sarnia Police Services	Chief
Ryan Olmstead	Ontario Provincial Police	Detachment Commander
Andrew Taylor*	County of Lambton	General Manager, Public Health
Kevin Williams	Lambton Shores	Chief Administrative Officer

\*Jay VanKlinken, Emergency Management Coordinator, and Valerie Colasanti, General Manager, Social Services, County of Lambton, serve as alternate to Andrew Taylor





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Brooke Fire Rescue Modernization & Efficiency Review  
**Meeting:** Council - 23 Jul 2020  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### **Recommendation:**

**That Council review the attached report.**

### **Background:**

Through the Municipal Modernization Grant, funding was received to review Brooke-Alvinston's fire service with the goal of determining best practices that will provide the community with efficient service delivery and cost savings.

### **Comments:**

A copy of the final report is attached for Council review. The report contains 21 recommendations as a result of the review. The report also contains an interim report which was presented to Council at the June 25th meeting and deals specifically with respect to the establishment of a fire station in the community of Inwood.

### **Financial Considerations:**

The report was fully funded through the Municipal Modernization Grant

**The  
Municipality of  
Brooke-Alvinston**

**Brooke Fire Rescue**

**Modernization and Efficiency  
Review  
July 2020**

Prepared by  
FIREHOUSE 33 CONSULTING



## 1.0 Executive Summary

1.1 In December of 2019 the Municipality of Brooke-Alvinston applied for a Province of Ontario Modernization and Efficiency grant from the Ministry of Municipal Affairs and Housing. A review of the Brooke Fire Rescue was requested and in March 2020, the grant was approved. FIREHOUSE 33 CONSULTING was awarded the contract and commenced the review.

1.2 Brooke Fire Rescue was created in 2018 when the former Brooke-Alvinston fire departments of Alvinston and Inwood were amalgamated as one fire department for the municipality. As a newly formed and developed organization, the review was asked to determine how efficient the department was and ways to modernize the operation.

1.3 The report was developed to assist the Council of the Municipality of Brooke-Alvinston along with senior staff and fire department personnel to address possible gaps in service, allow the fire department to keep current with Public Fire Safety Education, Fire Code enforcement and suppression activities and where possible, lessen the financial impact on the municipality through proactive measures.

1.4 This report, while encompassing, cannot address all eventualities and scenarios. Within the report there are a number of recommendations that in some cases can cover various levels of the operation of the fire department. Many of the recommendations have little financial cost but may result in significant impact and will provide service improvements, assist in long range planning which will allow Brooke Fire Rescue to continue its service to the community. Similar recommendations may be seen in different sections of the report.

1.5 The Municipality of Brooke-Alvinston is well served by their newly created fire department. With no significant development on the near horizon, a single fire station currently in service in Alvinston should be able to provide emergency coverage to the entire community for the foreseeable future. That service does though requires a dedicated commitment to Public Fire Safety Education for the entire municipality. Further, utilizing a combination of traditional and non-traditional fire service personnel and techniques could result in other municipalities looking to duplicate what is created.



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Modernization & Efficiency Review  
2020*

**1.6** The review and recommendations must be carefully considered and supported by senior municipal staff, fire department leaders and members of the Municipality of Brooke-Alvinston council.

**1.7** Acting on the recommendations, Brooke Fire Rescue as an integral organization in the municipality has the ability to continue to provide quality and cost effective service to their community.

**1.8** The recommendations provide an outlook to the potential fiscal future with fund allocation and possible savings that will be required to maintain and enhance the fire department in the municipality.



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Brooke Fire Rescue  
Modernization & Efficiency Review  
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  2. All emergency calls 2015 - 2019
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## 2.0 Purpose and Methodology

**2.1** When the Minister of Municipal Affairs and Housing announced the first round of the investment of provincial funds to small and rural communities in the Spring of 2019, it is quoted “Some of Ontario's small and rural municipalities may have limited capacity to plan, modernize and improve the way they provide services to their communities. With this funding, municipalities can improve service delivery by finding smarter, more efficient ways to spend money that help those who need it most while respecting taxpayer dollars.”. The second installment of this fund states that “a report by the independent third-party reviewer for the purpose of finding savings and efficiencies,” and further the report “provides specific and actionable recommendations for cost savings and improved efficiencies”.

**2.2** The Municipality of Brooke-Alvinston with a population of less than 3000 persons and an area of 311 square kilometres fits within the criteria for the review. More specifically due to the creation of a new fire service, there existed a need to ensure that the residents are receiving quality fire protection service at an affordable cost. When the majority of the former Inwood Fire Department members resigned, the Alvinston station of Brooke Fire Rescue assumed all of the responses and service delivery in the Inwood area. It is important to determine if the entire community continues to receive the best service it can with a fire department that follows modern practices at a reasonable cost.

**2.3** In order to conduct this review it was important that relevant documentation was reviewed. The Clerk Administrator and the fire chief provided various documents for review as well as research was conducted to determine best industry practices. Under normal circumstances in person interviews would be conducted as well as field inspections. Due to the COVID -19 crisis in Ontario and the world during the time frame, one limited field inspection occurred and video calls were held with senior municipal staff, senior and fire officers who were willing to participate. The research, materials provided and video conference calls provided sufficient information for the basis of the report generated and submitted.



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Brooke Fire Rescue  
Modernization & Efficiency Review  
2020*

### **3.0 Administration, Contracts and Agreements, Organization**

**3.1** Under the heading of Administration, Contracts and Agreements, Organization, the review examined the municipal and fire department administration, contracts and agreements that the municipality and fire department are involved in. The Office of the Fire Marshal and Emergency Management (OFMEM) conducted a study of the municipal fire departments in 2016 and as a result most agreements, by-laws and contracts have been updated. Further the administration of the fire department came under one head when the municipality amalgamated the former Alvinston and Inwood fire departments to the new Brooke Fire Rescue. As an organization volunteer firefighter numbers declined when the Inwood firefighters resigned en masse. This decline has not seen a detrimental effect on the delivery of service to the residents of the municipality. Notwithstanding the lower numbers, there is benefit in having a proactive recruitment program that includes auxiliary members to the fire department.

**3.2** An area that requires immediate fire department and municipal administration review is the contract for fire department dispatch. The agreement encompasses a majority of the fire departments in Lambton County and is held by a third party organization operating an ambulance Central Ambulance Communications Centre for the province, an agency that primary responsibility is for ambulance communications. It was expressed on numerous occasions that there is not a consistent standard of service being provided. Firefighter safety must at all times be a priority for Council as the firefighters are considered employees under the Occupational Health and Safety Act of the province. Accordingly the employer must take every precaution reasonable in the circumstances for the protection of a worker. An organization that dedicates itself to fire communication not only has the best understanding of the fire service needs, it can often anticipate them in advance. There are a number of municipal agencies that provide this service and it is imperative that the administration investigate the opportunities and determine the best source for the fire department. The current contract is held through the County of Lambton and will expire in 2023 and does contain a termination clause.



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Brooke Fire Rescue  
Modernization & Efficiency Review  
2020*

**Recommendation #1**

It is recommended that the fire department dispatch agreement be reviewed and options explored as early as possible to ensure that the best service for the firefighters is established.

**3.3** The municipality developed a new Establishing and Regulating by-law in 2018. The by-law addresses the pertinent roles of the members of the fire department and the core services provided. It was identified that the fire department uses firefighters who also belong to another fire service. These firefighters are referred to as “contract” firefighters. The Establishing and Regulating by-law does not recognize these individuals. While all firefighters in Lambton County have the benefit of optional disability and life insurance from a third party provider, there is concern that should they become injured while assisting at an emergency there may be issues and concerns with other forms of coverage. Further while there is a guidance note and operational guideline for these firefighters, it is incumbent that there is a consistent guideline and operational guideline with all participating fire departments. These members should be considered either regular or auxiliary members under the current by-law.

**Recommendation #2**

It is recommended that the use of “contract” firefighters be addressed through revision of the Establishing and regulating by-law and that fire department policies and guidelines are consistent with neighbouring fire departments who share a similar process. Consideration should be given to either consider these individuals as regular or auxiliary members of the fire department and make certain that the duties assigned to them is consistent with the training they are in possession of and with documentation available.

**3.4** The Municipality of Brooke-Alvinston, Brooke Fire Rescue, responds into a small area of the Municipality of Southwest Middlesex. As well Southwest Middlesex is represented on the fire board. Brooke-Alvinston has separate agreements with the other municipalities who are represented on the fire board but there does not appear to be an agreement with Southwest Middlesex. Agreements are binding documents that provide the legal permissions to act, detail responsibilities and expectations as well as reimbursement should that be agreed upon. A review of other agreements and by-laws



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finds that all language is not consistent from one to another and that terminology does not reflect the meaning required.

### **Recommendation #3**

It is recommended that a formal fire protection agreement be entered into with the Municipality of Southwest Middlesex for the services provided and further that all municipal contracts and agreements be reviewed to ensure language within them is consistent and terminology is correct.

**3.5** Opportunities from time to time exist to share resources with other municipalities in an effort to reduce costs and gain expertise. The municipality already is benefited by partnering with the County of Lambton who provide building inspection services as well as planning. The administration of a fire department is an area that has successfully been shared in municipalities of varying sizes throughout the province. Public Fire Safety Education and fire inspection are other areas that are often serviced jointly by two or more municipalities. The municipality has a part time fire chief whose role is primarily administrative. Public Fire Safety Education and fire prevention are areas that the municipality requires to enhance for the safety of all residents. It is imperative that the Clerk Administrator and fire chief when becoming aware of opportunities where administrative resources or Public Fire Safety Education and fire prevention expertise can be shared, that they explore the opportunities which may result in savings for the municipality and a sharing of service.

### **Recommendation #4**

It is recommended that the Clerk Administrator and fire chief watch for and explore opportunities where fire department administration and Public Fire Safety Education and fire prevention can be shared or integrated.

**3.6** Technology has made many things that are done easier and convenient. The fire department in 2019 starting using an app for residents to use when they wish to have an open air burn. A review of the open air burning by-law notes that it was approved in 2003 and has not been updated since. Many municipalities in the province have taken proactive steps to ensure that residents may enjoy a backyard outdoor fire while those in the agriculture area have the ability to burn permitted materials when required. These



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municipalities also charge a nominal fee for this purpose which will offset the cost associated with the issuing of the open air burn permit along with the necessary tracking. The app which the fire department currently uses has the ability to not only gather the information required but to accept a payment for the permit. Updating the bylaw to make it current and initiating a fee for the opportunity to have an open air burn permit are steps that the municipality should examine as a cost recovery to the municipality.

#### **Recommendation #5**

It is recommended that the municipality update the Open Air Burning by-law and examine the opportunity to establish a fee for the permit and utilize the current app to collect the fees associated.

**3.7** The administrative duties required to operate and record the functions of a fire department are extensive and necessary. In 2019 the fire department purchased software to assist with this task. The software has capabilities for the officers of the fire department to complete an incident report upon returning to the fire station saving time and confirming the details as they are recalled. At the present time this ability is not functioning at the fire station. To have this ability will see that duplication is not required and speed up the process of recording the firefighters attending the emergency, the apparatus involved and officer notes of the incident.

#### **Recommendation #6**

It is recommended that all technology required to utilize the software in use by the fire department be extended to areas where it can be fully taken advantage of.

**3.8** Through the review process the annual budget for operations and capital purchases were looked at. It was evident that the process had limited if no future commitments through the allocation of funds to reserves. Through the process of placing a portion of funds into a capital reserve fund, the municipality is preparing for large capital purchases without placing an undue pressure on other departments when the requests are made and the local resident who would not receive unwanted additional tax increase. There are a number of high cost items that will come forward in the next



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several years for the fire department. In order to prepare for these purchases it is essential to start placing money into a fire department capital reserve moving forward.

#### **Recommendation #7**

It is recommended that during the budget process, there be given due consideration to future capital requirements of the fire department and an appropriate amount of funds be placed into a fire department capital reserve.

**3.9** Annually organizations and corporations donate funds or equipment to the fire service. These donations can range from essential but sometimes cost prohibitive equipment to training materials to smoke alarms and carbon monoxide detectors or funds to purchase equipment. Examples of these are Jenny's Hero's which works in partnership with the Ontario Association of Fire Chiefs and the Fire Marshal's Public Fire Safety Council and their partnership with Enbridge. The fire chief should watch for these sponsorship and grant opportunities and apply as needed and appropriate. Receiving the donation or grant will result in tax savings to the municipality and required equipment being put in service in the municipality.

#### **Recommendation #8**

It is recommended that the fire chief monitor for potential grants and donations that would be of benefit to the fire department and apply for them as appropriate.

**3.10** The fire department has several apparatus that are coming, according to industry standards, their end of life as a first response vehicle. While they may seem satisfactory, they do not meet all the current safety standards for fire apparatus which has improved immensely since these vehicles were built. It can also be anticipated with vehicles over 20 years in age, parts will become more difficult to obtain going forward. Pumper 3 should be replaced in 2023 and Pumper 6 in 2025. Planning for a new apparatus takes time to develop specifications specific to the needs of the department, fund allocation along with time for the unit to be constructed. The usual build time for a new pumper is up to one year and depending on specifications will cost over \$500K. There has been some discussion on developing a capital and truck replacement plan and this should become a reality in the new future. Council can then



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ensure that adequate funds are placed in reserves to make the purchases and work can begin on developing the specifications needed for the apparatus.

**Recommendation #7**

It is recommended that during the budget process, there be given due consideration to future capital requirements of the fire department and an appropriate amount of funds be placed into a fire department capital reserve.

**Recommendation #9**

It is recommended that the fire department develop a fire apparatus replacement schedule and present it to Council for approval and implementation.

**3.11** All active firefighters are outfitted with approved personal protective equipment in the form of bunker gear. On a yearly basis several new sets of gear are budgeted for and purchased. When on an emergency scene, firefighters often are wearing self contained breathing apparatus (scba) and the department has allocated funds for minimal purchases. The scba currently in use are of an older vintage and the bottles have a limited time duration. Some have reached their normal life expectancy. New technology has provided additional safety features over what is currently being used. Replacement of the current scba model and the air bottles used has been considered by the fire department along with discussions on how to achieve it. Any replacement should take into consideration what neighbouring fire departments use so that in the event of a mutual aid call there will be compatibility. The replacement of scba's and bottles is a major investment for the fire department and municipality to consider. With a purchase price in the area of \$9000 per unit, the outlay to replace the current stock is over \$150K. These are examples of several of the high cost pieces of equipment in the fire department and there are others. The fire department should identify items of high value that may require large capital investment and develop a capital equipment replacement plan.



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**Recommendation #7**

It is recommended that during the budget process, there be given due consideration to future capital requirements of the fire department and an appropriate amount of funds be placed into a fire department capital reserve.

**Recommendation #10**

It is recommended that the fire department develop a capital equipment replacement plan to present to Council and use at budget time.

**3.12** The fire department has enjoyed a stable rate of retention of firefighters in the Alvinston area. That unfortunately has not been the case in the Inwood area with the mass resignation of firefighters and the movement of equipment away from the community. In the past volunteer fire departments were fortunate to have individuals who stayed for sometimes in excess of 30 years. Currently there are a number of firefighters in the department who have 20 plus years of service which is very commendable. This is not the reality of the current fire service in Ontario and beyond with the average volunteer firefighter staying between 5 and 7 years. The fire service has also evolved and no longer is it about just responding to emergencies. Ongoing training is critical to the success of the fire service and that commitment along with the many challenges facing families can result in turnovers. Not all fire department activities require individuals who are willing to enter into emergencies. The fire service has moved in the past decade from one that put out fires, did some fire prevention and public education and enforced the fire code to the new norm of Public Fire Safety Education, Fire Code Enforcement and finally fire suppression. Public Fire Safety Education is key to the success of the fire service in any community. Where in the past it took upwards of 15 minutes for a fire to become fully involved it can now occur in less than 3 minutes. The community must realize that they are responsible for their own fire safety and that they cannot expect the fire service to save them. The fire department Establishing and Regulating bylaw allows auxiliary members. Auxiliary members can be of any age and health and should be recruited to do tasks such as Public Fire Safety Education. Currently the fire department recruits as needed. Conducting an annual recruitment at the same time of the year will keep the fire department roster up to date, find willing persons with skills required and put into the fire department schedule a known time to conduct specific duties.



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### **Recommendation #11**

It is recommended that the fire department develop an annual municipal recruitment drive and to seek individuals who can perform varying and specific tasks which would include regular volunteer firefighters, auxiliary and student members.

**3.13** When a majority of the firefighters from the former Inwood Fire Department resigned the disappearance of a local fire department may have seemed to occur. The local residents established a fire department in 1949 and sixty years later it ceased to exist. While it may have occurred visually, the result is that the Municipality of Brooke-Alvinston now has a stronger and ready to respond fire department with Brooke Fire Rescue. A review of calls in 2019 illustrated that there is a firm commitment by the members of the fire department to respond to all areas in the municipality. In 2019 the lowest number of firefighters responding to an emergency call in the area formerly covered by Inwood was 10 and the highest was 26. This clearly demonstrates that the members of the Brooke Fire Rescue are community members and are willing to attend at emergencies anywhere in the municipality.

**3.14** It should also be remembered that by far the firefighters respond to more emergencies annually than fire. Over the years fire conditions in homes have exponentially increased in severity. Due to the increased fuel load in a home manufactured from products derived from a petroleum base, a fire which took up to 15 minutes in the past to become fully involved can now occur in as little as 3 minutes. As a result teaching the public about fire escape planning, ensuring smoke alarms are working and installed, meeting with the public and reinforcement of fire rules and legislation are key components in reducing fire injuries and death.

**3.15** The key to preventing fires is Public Fire Safety Education and fire prevention inspections. It is not conceivable to build and staff a fire station every 3 minutes away from residential areas and have firefighters that are available to respond at all times. The demographics of the entire municipality show a decrease in population and an increase in age. Currently there are several members in the Brooke Fire Rescue who reside in the Inwood area. Discussions have indicated that it is the desire to engage more people from the area to join the fire department and have up to perhaps 12 fire department members in the next 5 years.



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**3.16** There is a strong inclination to have a fire department presence in the Inwood area and that desire cannot not be diminished. There has been a fire department for 60 years and once gone, it is difficult to resurrect. The issue is how to maintain that presence in a manner that serves the area residents and is both cost effective and efficient. A physical presence is to have a fire station. A building provides a visible structure but there must be the firefighters in sufficient numbers who can staff it and respond in a timely manner. Without the trained and adequately equipped and numbers of firefighters to respond to the emergency call a fire station becomes a liability and not an asset. Residents could be under the false expectations that help is just around the corner when in actual fact it is not. Until those conditions are met, a practical presence can be achieved through consistent Public Fire Safety Education which would include community visits, public education sessions, sign boards, paper advertisements etc. With a vast majority of calls in the Inwood area being medical in nature, the establishment of an Emergency Medical Response team consisting of regular and auxiliary members appropriately equipped with medical equipment and communication ability would serve the community until sufficient trained members of the fire department are located in the response area. If and when suitable accommodations and manpower exist, a more physical presence could be established.

**Recommendation #11**

It is recommended that the fire department develop an annual municipal recruitment drive and to seek individuals who can perform varying and specific tasks which would include regular volunteer firefighters, auxiliary and student members.

**Recommendation #12**

It is recommended that an Emergency Medical Responder Team consisting of regular and auxiliary members of the Brooke Fire Rescue be established in the Inwood area.

**3.17** The rural landscape of Lambton County and its municipalities requires that they assist each other in time of need. This is demonstrated through the Mutual Aid Plan and Program as well as automatic aid agreements made with local municipalities. Being rural in nature there is a dependence on water tankers to get water to the scene of a fire emergency in the areas not protected with fire hydrants. A method to assist the fire department and the residents who are not afforded the benefit of hydrants is to become accredited through testing agencies for water tanker service. This involves the delivery



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of a set rate of water to a scene within the prescribed time. The benefit of this is that residents and businesses may see a decrease in insurance premiums. This accreditation can be achieved with the assistance of water tankers from another municipality provided there are formal agreements in place. This can be reciprocal and is worth investigating to determine the benefit to the residents.

### **Recommendation #13**

It is recommended that the fire department investigate the opportunities and benefits to obtain water tanker shuttle accreditation to benefit the rural areas not protected by water hydrants.

**3.18** The core services of the fire department are outlined in the Establishing and Regulating by-law. Currently this includes limited rescue and none that would be known as technical rescue. With every new service established in a municipality there comes a need for equipment and continued training. The need for low slope technical response training has in the past been discussed. At one time there were county wide discussions in attempts to establish a County of Lambton technical rescue team with participation from member municipalities. In an agriculture community hazardous material incidents can occur along with events that could result in technical rescue. Working with county fire departments to establish a county wide technical rescue group that can respond beyond the awareness level is a definite benefit for all municipalities. The reduction in cost for a single municipality to provide this service is substantially decreased and the benefits of joint participation are obvious.

### **Recommendation #14**

It is recommended that the fire department review the needs for technical rescue beyond the awareness level in the municipality and support the reintroduction of a county wide technical rescue committee with other Lambton County fire departments through the fire chiefs.

**3.19** The road forward with a municipal fire department of any size is through future planning. This is achieved with a strategic plan. A strategic plan assists the fire chief and senior officers to step back and examine where they are, where they want to go, and how they are most likely to get there. The plan, with the approval of Council



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explains where the fire department wants to be in a specific time period. In the absence of a plan, activities still continue on a day-to-day basis but often lack a sense of purpose and priority. With a vision and mission statement, the members of the fire department have a clear understanding on their purpose and how they will go about achieving their goals. The strategic plan does not need to be complicated or numerous pages in length. It needs to clearly establish what the Brooke Fire Rescue stands for, the priorities of the fire department, the goals they wish to achieve and when and how they will do so. The fire chief with the assistance of the senior and junior officers of the department and in consultation with the firefighters can and should develop a strategic plan for the service.

#### **Recommendation #15**

It is recommended that the fire department develop a five year strategic plan and submit it to Council for approval. The plan is to at minimum establish the vision, mission, values and goals of the fire department as well as identify how they can be achieved.



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#### **4.0 Fire Station facility condition and location**

**4.1** An inspection of the fire station in Alvinston found it to be in good repair. Several small updates were scheduled to be completed in 2020. One item that was noted was the lack of a separate shower for female members of the department. Showers ensure that contamination does not follow the firefighter through the facility and home and that potential hazardous materials have been removed from the person. The configuration of the current female washroom does facilitate that a shower could be installed along with a door from the apparatus bay area so that contaminated footwear and clothing does not enter into what should be the clean areas of the building.

##### **Recommendation #15**

It is recommended that the fire department modify the female washroom in the Alvinston fire station to permit the install of a shower along with a door from the apparatus area.

**4.2** Prior to 2018 there existed in the Municipality of Brooke-Alvinston two separate fire departments. With the amalgamation of the two into the new Brooke Fire Rescue significant rebranding was done. The new crest is prevalent on the front of the building. History is important to most people and human nature is to hold onto the heritage from where it came from. Located on the building in Alvinston and on the large announcement sign located at the roadway entrance, are sign boards with the name of the former fire department on them. This would lead a casual observer to believe that they are not at Brooke Fire Rescue if they did not see the new branding sign. As noted previously history is important. Unification of a new organization is equally as important. It is a meaningful step for firefighters to appreciate that they are part of a new department when signage and branding is consistent. Respecting history should be done in a meaningful manner and in no way diminished.

##### **Recommendation #16**

It is recommended that all signage on fire department buildings and property be consistent and it is further recommended that a plan be developed with the Alvinston firefighters to respect the history of the Alvinston Fire Department in a meaningful manner.



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**4.3** Firefighter gear consisting of bunker pants and coat, along with gloves and hoods are frequently contaminated from the emergencies that firefighters attend. For health and safety reasons that contamination is not spread and to control it, the fire department sends gear out for cleaning as needed. When being cleaned the gear is also inspected and necessary repairs made. This service is beneficial and should continue. There are often times that a complete wash of the ensemble is not required or there are smaller items such as hoods, coveralls or station gear that can be cleaned in house. The fire department does have an older washing machine to handle these tasks. A more efficient way to complete this task would be to have a fire gear washer extractor. These devices are compliant with industry standards and are designed to handle fire gear of all sorts.

**Recommendation #17**

It is recommended that the fire department conduct research for a fire gear washer extractor suitable for the needs of the fire department and include it for consideration in the 2021 budget.

**4.4** With the resignation of a majority of the firefighters from the Inwood station, response to emergencies in that area has been handled by the Alvinston station. Attached as an appendix to this report is the interim report submitted in June of 2020 outlining the various options available to the municipality to provide service to that area. Those options include recommendations on increasing Public Fire Safety Education, establishing an Emergency Medical Response Team as well as moving the money allocated in the 2020 budget to a reserve fund. These steps will demonstrate a continued presence in the Inwood area, allow the fire department to recruit sufficient members to establish a reliable response contingent to the area and permit for a detailed analysis of the type of fire station to be built taking into consideration the necessary health and safety requirements along with the requirements of the Ontario Building Code.

**Recommendation #18**

It is recommended that items 1,2,3 and 5 of the recommendations made in the interim report dated June 15, 2020 attached as appendix to this report be carried out.



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## **5.0 Equipment, Needs and Training**

**5.1** There is no question that the fire department is well equipped and the support of Council to the fire department requests over the years has been beneficial. A number of items are coming to the end of their life cycle and will require replacement or refurbishment at a minimum. Some items due to technology change will need to be replaced. Equipment such as self contained breathing apparatus, bunker gear, extrication equipment and thermal imaging cameras as well as fire apparatus all have either a defined life expectancy or through technology changes, requiring updates. In order to not have sticker shock at the time budgets are submitted, the fire department has the ability to prepare a capital replacement plan that Council can consider and thereby budget accordingly. The fire department capital replacement plan should work in conjunction with the Asset Management plan that is in place for the municipality.

### **Recommendation #10**

It is recommended that the fire department develop a capital equipment replacement plan to present to Council for consideration and use at budget time.

### **Recommendation #9**

It is recommended that the fire department develop a fire apparatus replacement schedule and present it to Council for approval and implementation.

### **Recommendation #7**

It is recommended that during the budget process, there be given due consideration to future capital requirements of the fire department and an appropriate amount of funds be placed into a fire department capital reserve.

**5.2** The fire department has introduced various technology components to the firefighters to keep them current. The fire department currently uses an app which provides details of what firefighters are in the area, can respond and in the event of an emergency call are responding. This particular app is well used by the fire service in many municipalities and has many more benefits than those noted above. Currently the drawback for the firefighters is that unless they use their own personal mobile device while in fire apparatus, it is not available. Tablets have become more common in fire



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apparatus as a means of determining the landscape fabric through satellite imagery, hazards that may be on site, fire hydrant and water source locations, updated weather information and the traffic conditions as examples. Tablets also can provide a secure transmission through email and text messaging to appropriate agencies. The tablet can also work with fire department software.

**Recommendation #6**

It is recommended that all technology required to utilize the software in use by the fire department be extended to areas where it can be fully taken advantage of.

**Recommendation #19**

It is recommended that the fire department investigate the benefits of installing tablets for all fire apparatus and integrate them with the fire department software and app currently being used.

**5.3** The fire department purchased computer software which provides numerous benefits for record keeping purposes. The program is at this time used by the fire chief in his office. Fire department officers would benefit from having access to the program if it were remotely installed for use at the fire station. They would be able to complete incident reports directly after the call, update inventory and record training. There is significant benefit in using the full components of the program.

**Recommendation #6**

It is recommended that all technology required to utilize the software in use by the fire department be extended to areas where it can be fully taken advantage of.

**Recommendation #20**

It is recommended that the fire department explore the full capabilities of the software being used and extend its controlled use to the fire station for fire department officer use.

**5.4** Firefighter safety is paramount for Council and the senior officers of the fire department. At this time when responding to an industrial or commercial building or an agriculture setting, the firefighters do so with either their own knowledge of the location,



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what they have been informed of by the dispatch centre or nothing at all. This can be resolved through preplanning the location in order that valuable information is available at the time of the call. Software and the app used by the fire department has the ability to make that information available to firefighters as they respond to the emergency and if desired, by the fire dispatch centre. The process of gathering the information can be performed by members of the Public Fire Safety Education team, fire prevention officer, firefighters or summer students as examples only. There are significant benefits to firefighter safety in conducting this work and having preplans available.

#### **Recommendation #20**

It is recommended that the fire department conducts fire preplanning on industrial, commercial, institutional, assembly and agriculture industries and makes the information available through the fire department software and app.

#### **Recommendation #6**

It is recommended that all technology required to utilize the software in use by the fire department be extended to areas where it can be fully taken advantage of.

**5.5** Rescue scenarios that the fire department face can range from motor vehicle accident entrapment, to agriculture equipment incidents to falls down hills to water rescue. The fire department establishing and regulating bylaw lists the core services which the fire department has been approved to conduct. While not an exhaustive list, there are scenarios that require additional training along with a desired willingness to become involved in. All core services must be approved by Council for the fire department to participate in. It is not practical or conceivable for a small department to become fully conversant or engaged in all technical rescue and there exists the ability to become part of a county wide project. In the past discussions were held on the formation of a Lambton County wide technical rescue project and there is much benefit in discussing and reintroducing this again if there are willing participants.

#### **Recommendation #14**

It is recommended that the fire department review the needs for technical rescue beyond the awareness level in the municipality and support the reintroduction of a



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county wide technical rescue committee with other Lambton County fire departments through the fire chiefs.

**5.6** Training and continuous training is key to a fire department's success. The fire department has established and is conducting successful training for their firefighters. Fire department officers of all ranks have reached their success based on years of experience and successful completion of programs. To be truly successful there needs to be continued learning for all persons involved with the fire service. While retaining traditions there are many changes that occur, not only on the fire or emergency scene but in how human resource issues are dealt with. Fire department succession planning depends on the skills that the officers have gained the training and the credentials that go along with it.

**Recommendation #21**

It is recommended that a training and continuous development plan be devised for all officers of the fire department and that performance appraisal plans incorporate the desired outcome for each officer.



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## 6.0 Public Education

**6.1** A key component of a successful fire department is their Public Fire Safety Education and fire prevention work. Educating the public on the dangers of fire and how to successfully escape an emergency with their family save lives and reduce property damage. It can be accepted that there will be fires that are truly accidental or as a result of nature. Human caused fires can be prevented. The size of a fire department or its community should never be a deterrent to what the Public Fire Safety Education team can do. Knocking on doors to gain compliance with smoke alarm and carbon monoxide detectors are easy tasks that can be done during a training evening. Blitzing an area following any type of emergency call demonstrates to the public that there is a concern for resident safety. Placing Public Fire Safety Education messages on the municipal website again is an easy task. It is often thought that firefighters give enough with their training and responses to undertake Public Fire Safety Education. Thinking out of the box can solve that concern. The fire department establishing and regulating bylaw provides for auxiliary and student members of the department. When recruiting new members an effort should be made to open up specific roles that may not require the physical and health requirements of a suppression firefighter. Establishing a Public Fire Safety Education team with goals and objectives will serve the municipality well through reductions in fire responses that are human caused and for the health and safety benefits of the firefighters.

### **Recommendation #4**

It is recommended that the Clerk Administrator and fire chief watch for and explore opportunities where fire department administration and Public Fire Safety Education and Fire Prevention can be shared or integrated.

### **Recommendation #11**

It is recommended that the fire department develop an annual municipal recruitment drive and to seek individuals who can perform varying and specific tasks which would include regular volunteer firefighters, auxiliary and student members.



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**Recommendation #18**

It is recommended that items 1,2,3 and 5 of the recommendations made in the interim report dated June 15, 2020 attached as appendix to this report be carried out.

**Recommendation #20**

It is recommended that the fire department conducts fire preplanning on industrial, commercial, institutional, assembly and agriculture industries and makes the information available through the fire department software and app.

**6.2** Along with Public Fire Safety Education, fire prevention is a successful component of reducing and eliminating human caused fires in a community. Recognizing deficiencies of the Fire Code and how to remedy them in a proactive and satisfactory manner are essential elements. Fire prevention includes fire preplanning along with education and enforcement. There are times when enforcement is the best remedy to a situation and members of the fire department should not have a concern about doing what is required. It is better to be safe and enforce the Fire Code than to tell a family they have lost someone. Qualified individuals should head the Public Fire Safety Education team and the fire prevention activities and this can be accomplished by becoming certified in these two specific areas.

**Recommendation #21**

It is recommended that the fire department develop a Public Fire Safety Education team and fire prevention component. It is further recommended that members appointed receive appropriate education to fulfill the duties and requirements. It is further recommended that leaders of the Public Fire Safety Education team and fire prevention have or can receive the education and qualifications required and that it become part of the job description for the position.



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## 7.0 Conclusion

7.1 The Fire Protection and Prevention Act establishes the requirements that a municipality must undertake to be compliant with the legislation. Those requirements have currently been met by the Municipality of Brooke-Alvinston.

7.2 The Council of the Municipality of Brooke-Alvinston has the responsibility in deciding what core services the fire department will provide to the residents of the municipality and at present they do so through the Establishing and Regulating by-law of the fire department.

7.3 There is an obligation by Council of the Municipality of Brooke-Alvinston to inform residents about the services the fire department provides. This information must be clear and concise and is of significant importance if there is any change in the service delivery.

7.4 The fire department is well equipped through purchases made over the years however there are major purchases that need to be made in the next several years and following the recommendations, these purchases can be thoughtfully made with proper planning and capital reserve funding.

7.5 Through enhanced Public Fire Safety Education, the Municipality of Brooke-Alvinston has the ability to reduce human caused fires that will save lives and protect the assets of the community and their firefighters.

7.6 Through the use of the technological tools available, the fire department will be able to respond to emergencies in a timely fashion, be prepared for what is ahead of them as they respond to emergencies and have the ability to save property ensuring that the community continues to thrive.

7.7 Taking the proactive steps from the recommendations, the Municipality of Brooke-Alvinston and Brooke Fire Rescue will be fiscally responsible partners ensuring that the taxpayer continues to receive quality service at a reasonable cost.



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## 8.0 Recommendations

### Recommendation #1

It is recommended that the fire department dispatch agreement be reviewed to ensure that the best service for the firefighters is established.

### Recommendation #2

It is recommended that the use of "contract" firefighters be addressed through revision of the Establishing and regulating by-law and that fire department policies and guidelines are consistent with neighbouring fire departments who share a similar process. Consideration should be given to either consider these individuals as regular or auxiliary members of the fire department and ensure that the duties assigned to them is consistent with the training they are in possession of and with documentation available.

### Recommendation #3

It is recommended that a formal fire protection agreement be entered into with the Municipality of Southwest Middlesex for the services provided and further that all municipal contracts and agreements be reviewed to ensure language within them is consistent and terminology is correct.

### Recommendation #4

It is recommended that the Clerk Administrator and fire chief watch for and explore opportunities where fire department administration and Public Fire Safety Education and fire prevention can be shared or integrated.

### Recommendation #5

It is recommended that the municipality update the Open Air Burning by-law and examine the opportunity to establish a fee for the permit and utilize the current app to collect the fees associated.



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It is recommended that the fire chief monitor for potential grants and donations that would be of benefit to the fire department and apply for them as appropriate.

**Recommendation #9**

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It is recommended that the fire department conduct research for a fire gear washer extractor suitable for the needs of the fire department and include it for consideration in the 2021 budget.

**Recommendation #18**

It is recommended that items 1,2,3 and 5 of the recommendations made in the interim report dated June 15, 2020 attached as appendix to this report be carried out.

**Recommendation #19**

It is recommended that the fire department investigate the benefits of tablets for all fire apparatus and integrate them with the fire department software and app currently being used.



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**Recommendation #20**

It is recommended that the fire department conducts fire preplanning on industrial, commercial, institutional, assembly and agriculture industries and makes the information available through the fire department software and app.

**Recommendation #21**

It is recommended that a training and continuous development plan be devised for all officers of the fire department and that performance appraisal plans incorporate the desired outcome for each officer.



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2020*

**APPENDIX 1**

**Brooke-Alvinston  
Modernization and Efficiency Study  
Interim Report  
June 15, 2020**

**Purpose**

This report is submitted to provide an interim update on the Modernization and Efficiency Study currently being conducted by FIREHOUSE 33 CONSULTING. The purpose of this report is to specifically provide comments in respect to the establishment of a fire station in the community of Inwood.

**Background**

The Municipality of Brooke-Alvinston engaged FIREHOUSE 33 CONSULTING to conduct an analysis of Brooke Fire Rescue as part of the ongoing Modernization and Efficiency Study. The study is to include fire station locations and condition.

When the municipality amalgamated their two previous fire departments into the new Brooke Fire Rescue, a majority of the firefighters in the Inwood community terminated their roles in the fire department. Uniquely, the Inwood Firefighters Association (IFA) owned the building and property where the fire department worked from. The Municipality of Brooke-Alvinston entered into a short term lease agreement with IFA for a small portion of the building to house fire apparatus owned by the municipality. The agreement expired at the end of December 2019 and the apparatus has been moved to a temporary location. Council has noted that they believe a presence is required in the community and have allocated 2020 budget funds for a possible structure. Information provided through this study will assist Council in making a determination on whether to move forward or explore other alternatives.

**Legislative Requirements**

In Ontario, the Fire Protection and Prevention Act is the guiding legislation under which a municipal government determines the services which they wish to provide. Specifically under Part II, Municipal responsibilities, 2(1), *Every municipality shall, (a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.*



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To fulfill their obligations the FFPA states, (2) *In discharging its responsibilities under subsection (1), a municipality shall, (a) appoint a community fire safety officer or a community fire safety team; or (b) establish a fire department.*

The Municipality of Brooke-Alvinston has a fire department as described in 2.(2)(b) therefore they have met their legislative requirements.

### **Analysis**

While meeting the legislative requirements of having a fire department, there is no requirement as to how many fire stations are required in a community or where they are located. That type of decision is determined through a variety of methods. Primary to the decision making is a community assessment to determine the critical factors of a community and its needs. This includes geography, demographics, emergency response statistics and other factors as determined. To further assist in this important decision, an examination of the needs and circumstances of the entire municipality is considered. Additionally, reference material from industry experts and organizations such as the Office of the Fire Marshal and Emergency Management (OFMEM) and the National Fire Protection Association (NFPA) are utilized. Prior to amalgamation, the two fire departments acted somewhat independently in the municipality. Record keeping was subject to the direction of the fire chief for each department and while reports were made to the OFMEM, they were limited in information. To conduct this review the response information from 2015 to the end of 2019 was reviewed. It should be noted that prior to the implementation of the fire department reporting software in 2019, the area records were separated. For 2019 they are combined.

To evaluate the reporting for clarity, four criteria were used. These were, Fire, Medical, Motor Vehicle Collisions and Other. Fire responses included structure, vehicle, grass and field and alarms other than carbon monoxide.

The following is the breakdown for the period of 2015 to 2018;

YEAR	TYPE	INWOOD	ALVINSTON	TOTAL
2015	Fire	2	11	13
	Medical	2	5	7
	MVC	5	6	11
	Other	3	3	6
Total		12	25	37
2016	Fire	3	14	27
	Medical	3	9	12



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	MVC	4	8	12
	Other	0	2	2
Total		10	33	43
2017	Fire	2	10	12
	Medical	2	10	12
	MVC	2	8	3
	Other	0	3	3
Total		6	31	37
2018	Fire	6	20	26
	Medical		13	13
	MVC	4	6	10
	Other	1	6	7
Total		11	45	56
2019	Fire		18	18
	Medical		11	11
	MVC		16	16
	Other		3	3
Total			48	48

As illustrated by the above and as well the maps included as Appendix 1 and 2 of this report, by far a majority of calls for assistance are in the Alvinston area. This is indicative of the nature of the communities as Alvinston has a majority of the residential and commercial properties. The former Inwood station during the four year period averaged 9 calls per year while the Alvinston station averaged 33. Information provided illustrates that Inwood responded to a total of 13 fire responses during that time or 4.25 per year while Alvinston responded to 55 or 13.75 annually. Those numbers appear to be consistent through the 2019 report.

### **Discussion**

There is an old adage within the fire service and that is *100 years of tradition unimpeded by progress*. That statement suggests the fire service is either unwilling to change, or a proud statement of traditional values and commitment to service. It may further suggest that despite what is happening in the world, the fire service hasn't kept up. In some ways there is truth to the statement and that is that most firefighters look to the tradition as service for the benefit of their community. They are proud of what they do and often display their commitment in various methods. Regrettably, like most service clubs, organizations and groups, age, commitment and the time to dedicate has significantly diminished the numbers of people willing to make a



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commitment. In the case of the volunteer firefighter, there have been compelling changes made to the fire service over the last 25 or so years. Training for the safety of the firefighter and those they are rescuing has had a dramatic increase adding more time to their commitment. Fire responses have declined in large numbers due to changes in building and fire code regulations. Further to that one of the more critical components to all of this is the manner in which a fire service now is required to operate. In days past the fire service and firefighter, in order of importance, responded to and put out fires, did some fire prevention and public education and if they had the willingness, did enforcement. The modern fire service has evolved and recognized that public education along with fire prevention is the key to saving lives and reducing the number of devastating fires a community suffers. If they cannot educate the public then they should enforce the laws as a tool to educate when cooperation isn't an option. Fires will still occur through mechanical failure, accident and nature therefore there is a continued need to provide fire suppression service.

When a majority of the firefighters from the former Inwood Fire Department resigned the disappearance of a local fire department may have seemed to occur. The local residents established a fire department in 1949 and sixty years later it ceased to exist. While it may have occurred visually, the result is that the Municipality of Brooke-Alvinston now has a stronger and ready to respond fire department with Brooke Fire Rescue. A review of calls in 2019 which provides more detail than previous reports has illustrated that there is a firm commitment by the members of the fire department to respond to all areas in the municipality. In 2019 the lowest number of firefighters responding to an emergency call in the area formerly covered by Inwood was 10 and the highest was 26. This clearly demonstrates that the members of the Brooke Fire Rescue are community members and are willing to attend at emergencies anywhere in the municipality. There can be a discussion about what may be perceived as a longer response time in travelling from Alvinston to the Inwood area. Appendix 3 of this report reveals that within 14 travel minutes or less at the posted speed limit firefighters can be within a majority of the former Inwood station area from Alvinston. This timeframe is within industry standards for a rural community which best describes the Inwood area. It must be remembered that the former Inwood Fire Department members while responding directly to emergencies did so without the benefit of their personal protective gear or all required apparatus and needed equipment. Firefighters now responding from the Alvinston station are doing so in full protective gear, with the apparatus and equipment required and ready to commit to action.

It should also be remembered that by far the firefighters respond to more emergencies annually than fire. Over the years fire conditions in homes have exponentially increased in severity. Due to the increased fuel load in a home manufactured from products derived from a petroleum base, a fire which took up to 15 minutes in the past to become fully involved can now occur in as little as 3 minutes. As a result teaching the public about fire escape planning, ensuring



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smoke alarms are working and installed, meeting with the public and reinforcement of fire rules and legislation are key components in reducing fire injuries and death.

### **Options**

The key to preventing fires is public education and fire prevention inspections. It is not conceivable to build and staff a fire station every 3 minutes away from residential areas and have firefighters that are available to respond at all times. The demographics of the community show a decrease in population and an increase in age. Currently there are several members in the Brooke Fire Rescue who reside in the Inwood area. Discussions have indicated that it is the desire to engage more people from the area to join the fire department and have up to perhaps 12 fire department members in the next 5 years.

Several fundamental factors required when deciding the route to take must be considered. First and foremost is that the municipality has met the requirements of the Fire Protection and Prevention Act as they have a fire department. Second is that the municipality determines the level of service it wishes to provide to its residents and communicates it to them. Third and perhaps pivotal in this decision is that the legislation requires the municipality to deliver Public Education. As discussed earlier, public education combined with enforcement, when required, saves lives. Residents must not depend on the fire service to rescue them, they must have their own plan on how to escape from fire conditions and how to mitigate a fire from starting.

There is a strong inclination to have a fire department presence in the Inwood area and that desire cannot not be diminished. There has been a fire department for 60 years and once gone, it is difficult to resurrect. The issue is how to maintain that presence in a manner that serves the area residents and is both cost effective and efficient.

It is recommended that the Council of the Municipality of Brooke-Alvinston along with the senior officers of Brooke Fire Rescue give due consideration to the following;

1. That an enhanced Public Education plan and program be developed and delivered throughout the entire Municipality of Brooke-Alvinston with an emphasis on fire escape planning and smoke alarms. The appointment of a Public Education team is critical to the success and must be considered. The initial program delivery to be in the Inwood area.
2. That an Emergency Medical Responder Team consisting of regular and auxiliary members of the Brooke Fire Rescue be established in the Inwood area. Properly trained and outfitted, the members will through fire department Operational Policies and Guidelines, respond to medical emergencies, motor vehicle collisions along with other emergencies as determined and provide support to the level for which they are trained for. Establishing a team of Emergency Medical Responders will provide an initial emergency response capability which can stabilize an occurrence.



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3. That Brooke Fire Rescue implement a recruiting program with a focus on the Inwood area. The program should emphasize that skills of all types are welcome and that auxiliary members will perform various functions such as Public Education or Emergency Medical Response for which they may be suited to.
4. That the Municipality of Brooke-Alvinston relocate any Public Access Automated External Defibrillators that they have to an outdoor location so that the public can access them 24/7/365. Technology now permits such actions to occur in cabinetry suitable for outdoor locations. To support this endeavor, a public awareness program along with free training should be completed.
5. That the Municipality annually place funds into a Capital Reserve for a future fire station and equipment if and when development and growth occur to substantiate a fire station. The construction of a fire station takes considerable planning and research. A fire station must according to the Ontario Building Code, be built to post disaster requirements. It must as well contain the necessary amenities such as showers and washrooms to ensure that cross contamination does not occur, storage facilities for bunker gear, engineered exhaust systems, automatic garage doors and at minimum a small office space. The position of the fire station on the property must be established so that there is sufficient space for the largest fire apparatus to be parked safely outdoors and to ensure that it may cautiously exit onto the roadway. The property should also contain sufficient parking for firefighters responding.
6. That Brooke-Fire remove reference to the names Alvinston and Inwood on all fire apparatus and buildings. If and when a second or third fire station is constructed, numbering of the stations can be considered. While this may seem radical and unnecessary, as long as the names of the former fire departments are referenced, there will be a lack of unity within the department. Brooke Fire Rescue is new and should be built from the ground up and breakdown previously established barriers.
7. That recommendations 1 through 4 be commenced immediately with a report to Council no later than the end of September 2020 on their progress.

### **Financial Impact and Benefit**

Budget deliberations have been concluded for 2020 and the budget established. The recommendations come with minimal impact over what has been established. The largest purchase may be in the form of equipment for the Emergency Medical Response Team. They will require an enhanced first aid kit with oxygen therapy and Automated External Defibrillators as well as communication equipment. The Public Education program derives more benefit than



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cost with life saving and reduction in property damage consideration. A significant portion of the money allocated to a possible new fire station can be moved to reserves for a future fire station if and when it is proven to be required.

The Inwood area has received a consistent level of service for the past 18 months with no detriment perceived. Following the recommendations will enhance community fire and medical response for the benefit of not only the Inwood area but all of the Municipality of Brooke-Alvinston.

### **Conclusion**

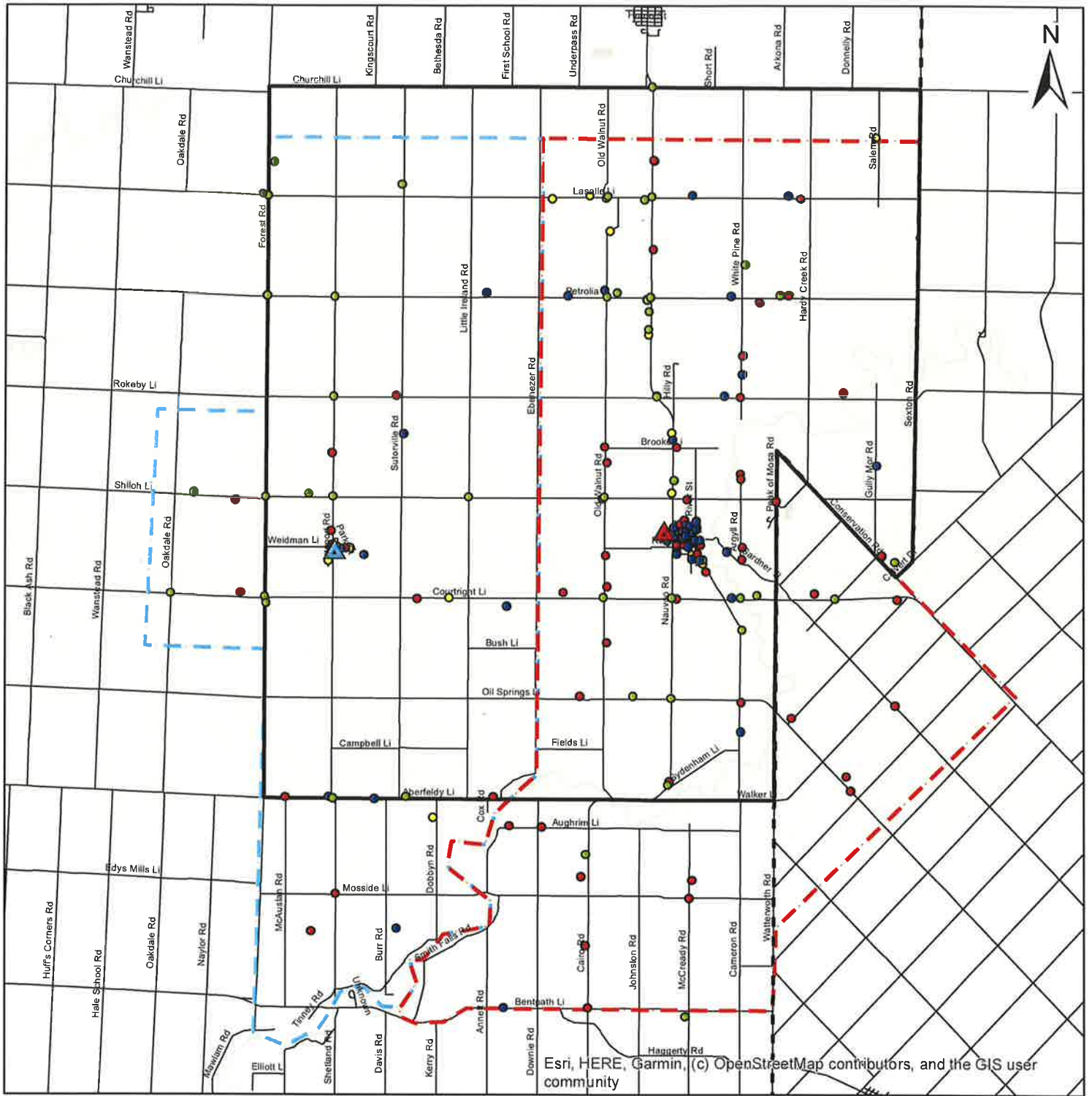
This report is submitted to assist the members of the Municipality of Brooke-Alvinston council and senior staff to continue their discussions and deliberations on delivery of fire service to the Inwood region of the municipality. Certainly it is recognized that this is not an easy decision and that residents must be treated equally and fairly across the municipality. All recommendations in this interim report have been thoroughly thought out and substantiated. In the coming months a report will be forwarded with additional recommendations on the Modernization and Efficiency of the fire service in Brooke-Alvinston.



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# Emergency Calls (2015-2019) in Brooke-Alvinston



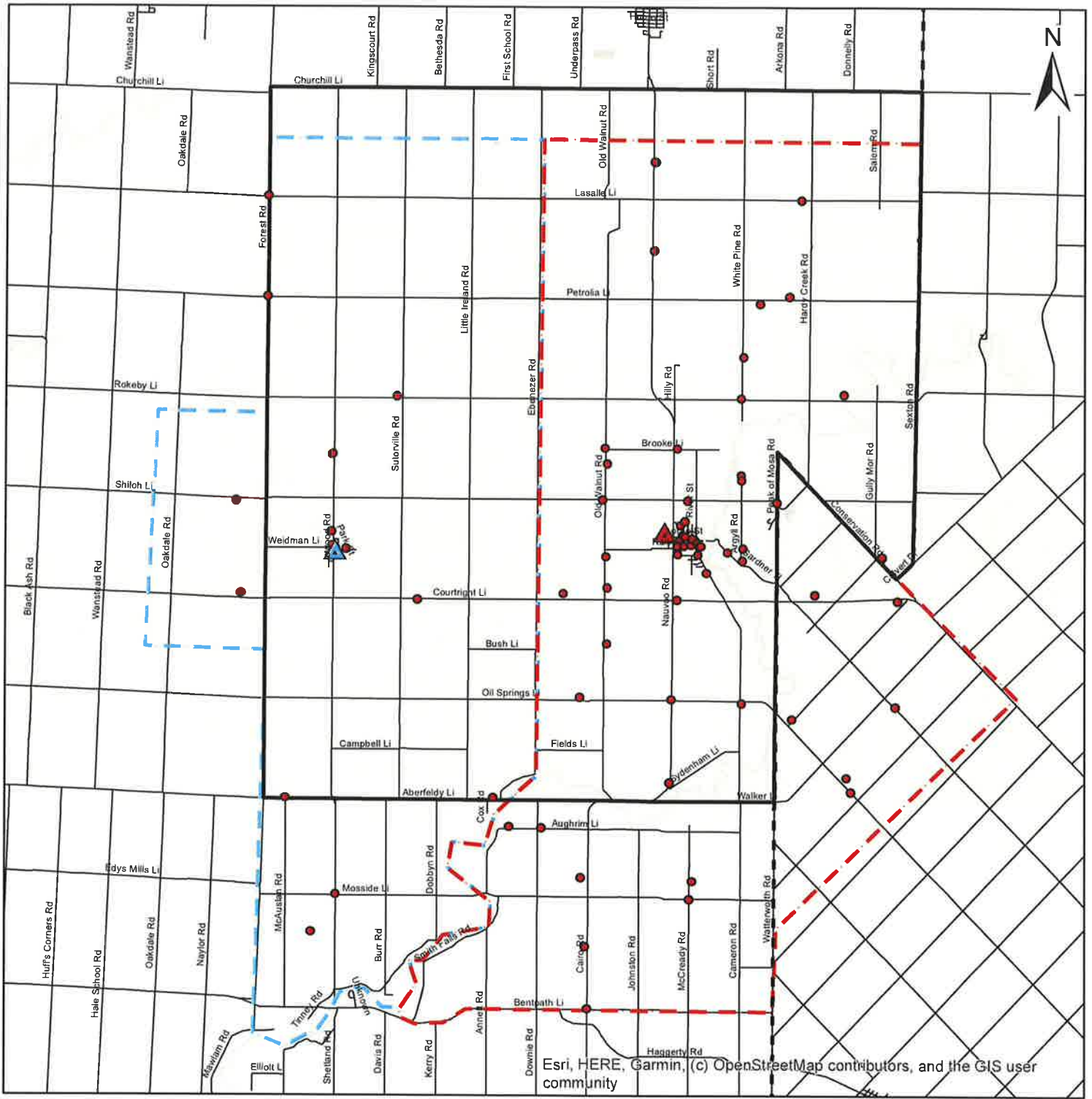
## Legend

- Proposed Fire Station
- Existing Fire Station
- MVC Emergency Response
- Medical Emergency
- Fire Emergency
- Other Emergency
- Brooke-Alvinston Boundary
- Lambton County Boundary
- Alvinston Fire Station Coverage
- Inwood Fire Station Coverage
- Road Network













# Fire Emergency Calls (2015-2019) in Brooke-Alvinston



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community



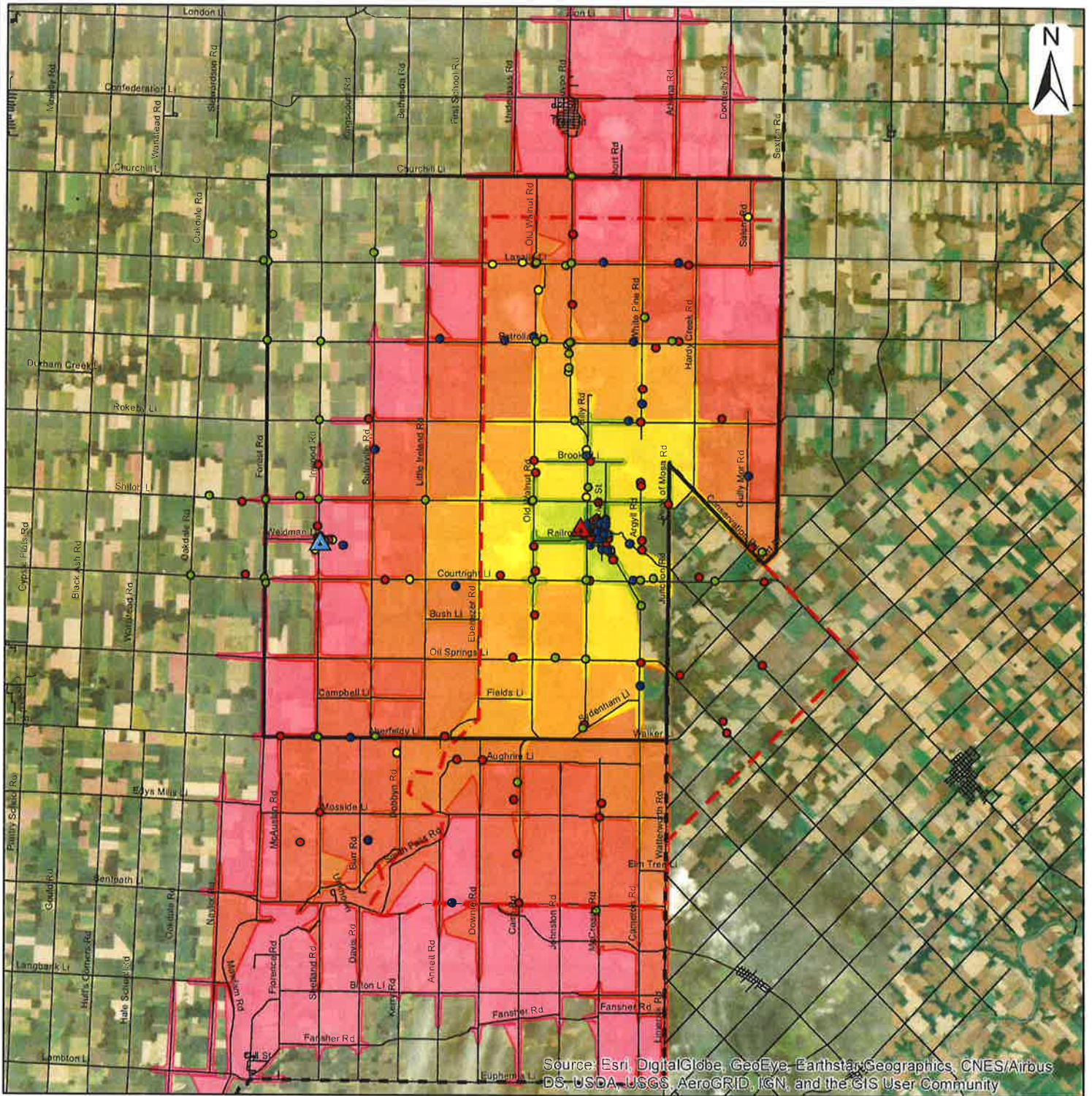
### Legend

-  Proposed Fire Station
-  Existing Fire Station
-  Fire Emergency
-  Brooke-Alvinston Boundary
-  Lambton County Boundary
-  Alvinston Fire Station Coverage
-  Inwood Fire Station Coverage
-  Road Network





# Drive Time and Emergency Calls (2015-2019) in Brooke-Alvinston Existing Fire Station Analysis



Source: Esri, DigitalGlobe, GeoEye, Earthstar, Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



### Legend

- Proposed Fire Station
- Existing Fire Station
- MVC Emergency Response
- Medical Emergency
- Fire Emergency
- Other Emergency
- Brooke-Alvinston Boundary
- Lambton County Boundary
- Alvinston Fire Station Coverage
- Road Network
- 2min
- 4min
- 6min
- 8min
- 10min
- 12min
- 14min





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Servicing Fire Area of Dawn-Euphemia  
**Meeting:** Council - 23 Jul 2020  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council receive the attached report for information.**

### Background:

The Township of Dawn-Euphemia Council requested at their July 6th Council meeting, that their staff review the feasibility of the Dawn-Euphemia Fire Department assuming first responder responsibility to the former Dawn-Euphemia / Inwood Fire Service Response Area (map attached).

The following recommendation was brought forward to their July 20th Council meeting:

*"That the Township of Dawn-Euphemia Fire Department (from Rutherford) be the first responder to the area (Service provided by the former Inwood Station) west of the Sydenham River (with minor adjustments to boundary lines in the area) and continue with the arrangements with Brooke Fire Alvinston Station responding to the area east of the Sydenham River in the Township of Dawn-Euphemia and further direction be given to staff to review the cost allocation of the Brooke Fire Services to the coverage area in the Township of Dawn-Euphemia east of the Sydenham River"*

A verbal report will be provided to the Brooke-Alvinston Council meeting regarding the Dawn-Euphemia Council decision outcome.

### Comments:

Consideration Items for Council:

- i) Feasibility of the Inwood Station should Dawn-Euphemia withdraw from the fire agreement
- ii) Brooke-Alvinston Fire Station Cost Analysis (attached)

### Financial Considerations:

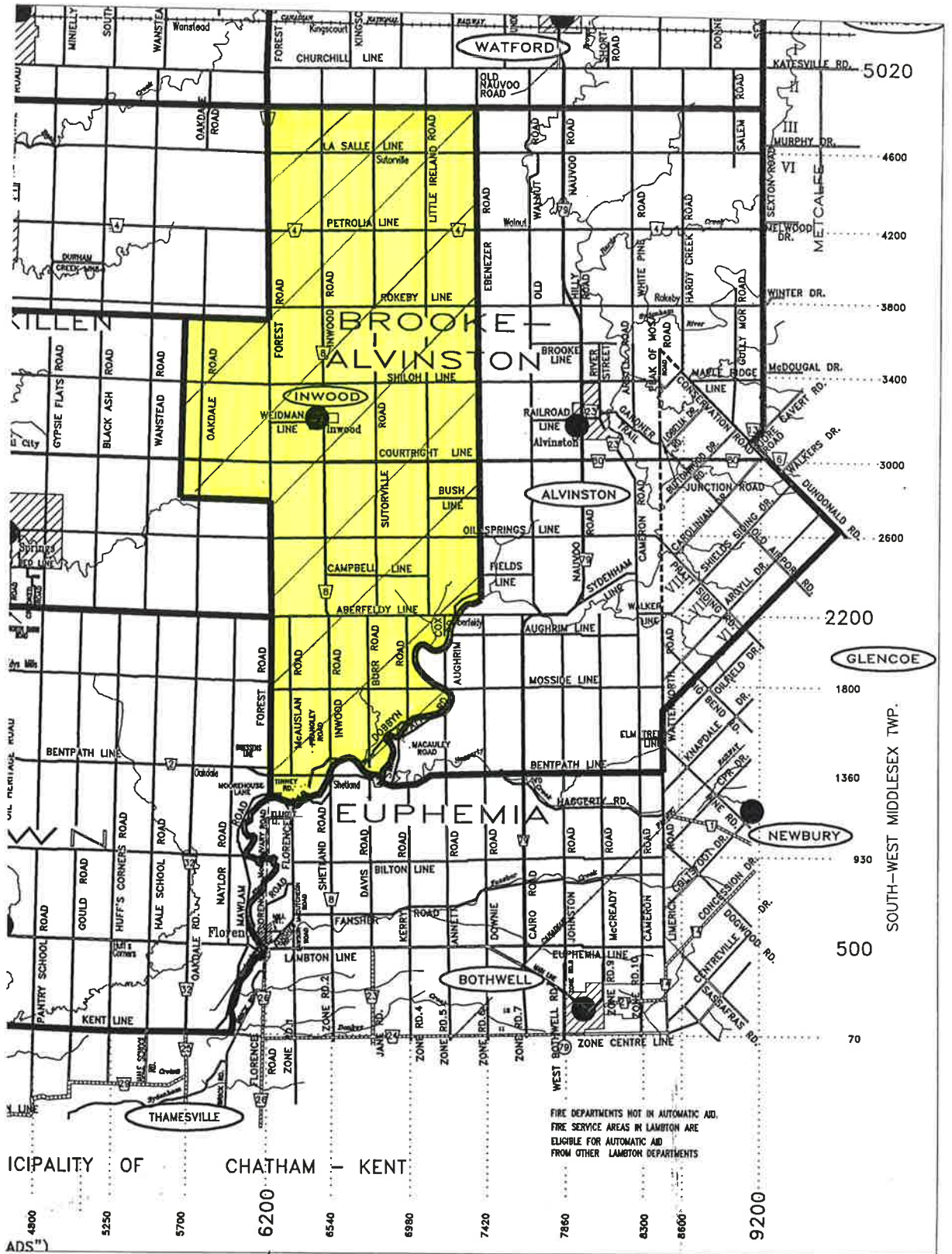
Should the recommendation submitted by Dawn-Euphemia staff be approved by the Dawn-Euphemia Council, Brooke-Alvinston will be losing approximately 15.5% of revenue that currently funds the Inwood Station (see attached cost analysis) which will impact future budgets

### ATTACHMENTS:

[Inwood Response Area](#)  
[Fire Station Cost Analysis](#)

APPENDIX B  
To  
By-law No. 15 of 2012

RESPONSE AREA - INWOOD FIRE DEPARTMENT



## Brooke-Alvinston Fire Cost Analysis

	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Budget</u>	<u>Average</u> <u>Average</u>	<u>Average</u> <u>Calls</u>	<u>Cost per</u> <u>call</u>
<b><u>Dawn Euphemia Fire Station Cost Statistics</u></b>									
Rutherford Station *	<u>98,115</u>	<u>146,661</u>	<u>119,253</u>	<u>201,657</u>	<u>100,859</u>	<u>122,797</u>	<u>131,557</u>	<u>25</u>	<u>5,262</u>
Inwood Station D.E. Area *	<u>47,655</u>	<u>15,612</u>	<u>16,142</u>	<u>23,167</u>	<u>12,479</u>	<u>18,469</u>	<u>22,254</u>	<u>1</u>	<u>22,254</u>
Alvinston Station D.E. Area *	<u>61,894</u>	<u>28,581</u>	<u>28,313</u>	<u>41,111</u>	<u>41,656</u>	<u>47,528</u>	<u>41,514</u>	<u>2</u>	<u>20,757</u>

\* Above numbers obtained from Dawn Euphemia Report FIN 20-07-20

### **Brooke-Alvinston Fire Station Cost Statistics**

Inwood Station Costs	<u>353,585</u>	<u>96,443</u>	<u>108,878</u>	<u>223,580</u>	<u>133,928</u>	<u>240,825</u>	<u>192,873</u>	<u>10</u>	<u>19,287</u>
Alvinston Station Costs	<u>391,062</u>	<u>167,061</u>	<u>202,797</u>	<u>317,593</u>	<u>263,782</u>	<u>275,624</u>	<u>269,653</u>	<u>34</u>	<u>7,931</u>







## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Consideration of Drainage Reports  
**Meeting:** Council - 23 Jul 2020  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That a Brooke-Alvinston Councillor(s) be appointed to attend the Consideration Meetings for the Logan Drain and McVicar Drain**

### Background:

An Engineer's report has been prepared on the Logan Drain and the McVicar Drain. Once received, a Consideration of the Report meeting is to be held followed by the Court of Revision at a later date.

In response to COVID-19 regulations on group gathering sizes, some municipalities have faced challenges in holding these meetings and not all residents are adjusted to virtual meetings.

### Comments:

The Municipal Drainage Superintendent has advised that a unique approach being taken during COVID-19 by other municipalities to keep drain work moving and abide by drainage laws, is to appoint one or two Councillors to a "Drainage Committee". The appointed Councillor(s) would be present alongside the Drainage Superintendent, Engineer, Staff and Ratepayers on the drain and have the discussion (onsite) on the associated report. Following the meeting, a summary of the meeting with recommendations would be presented to Council for approval at the next regular meeting of Council. All ratepayers of the drain would receive a copy of the report and notice to attend the meeting. Council members would also receive the report for review and would be able to forward questions to the meeting. This type of appointment could be made prior to each drain as the pandemic situation moves forward.

Alternatively, Council could maintain electronic meetings or move to a larger area such as the BAICCC for these meetings. The BAICCC would need to be disinfected prior to and after any meetings held.

The Municipal Council Chambers can hold up to 10 people with social distancing. The 10 people would be accounted for in Council (5) and staff (up to 5).

Two drains have been received: the Logan Drain and McVicar Drain. The proposed dates for the meetings would be Aug 6th at 8:30 a.m. and 9:30 a.m. respectively.

### Financial Considerations:

The cost of reopening and disinfecting the community centre should be considered alongside the cost of Councillor attendance at the consideration meeting.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Municipal Office Improvements  
**Meeting:** Council - 23 Jul 2020  
**Department:** Public Works  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**That the report on the lowest tenders for the fire rated steel frame door and waterproofing of the entrance at the post office be received and filed.**

### Background:

With an inspection of the Municipal Office, it was noted that a fire rated door should be installed in the 4th floor; and

The landing of the entrance of the post office was noted to have leaks which have become evident in the storage room in the basement.

### Comments:

#### 1) Steel Door - 4th Floor

Three contractors were requested to supply quotes for the replacement of the fire rated door on the upper floor. Two contractors supplied the quote:

Macksville Construction: \$3,869.17 (including tax)  
 JD Renovations: \$3,411.11 (including tax)

The prices are within the municipal procurement by-law for staff approval. The low tender was approved.

#### 2) Waterproofing of Post Office Entrance

Two contractors supplied quotes for the waterproofing of the post office entrance.

Bradley Kustermans (FX Coating): \$2,550 (not including tax)  
 Rob Van Goethem (KJA Contracting) \$5,000 (not including tax)

The prices are within the municipal procurement by-law for staff approval. The low tender was approved.

### Financial Considerations:

The two projects have been budgeted for under the category of office maintenance.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Speed issues along Shiloh Line  
**Meeting:** Council - 23 Jul 2020  
**Department:** Public Works  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**That staff be directed to look at all travelled roads in the Municipality and assess the speeds and further report to Council on recommendations for adjusting speeds as needed to keep all roadways safe.**

### Background:

At the July 9, 2020 regular session of Council, a letter of concern was received regarding the increased speed of traffic along Shiloh Line from River Street to the Peak of Mosa.

After discussion, the following motion was made: *That staff be directed to contact the O.P.P. to request an increase in police presence and to provide a report on possible solutions to rectify the speeding issues on Shiloh Line.*

The current posting of road speeds have not been assessed since amalgamation in 2001. A review of the speeds should be conducted to ensure all areas are considered and if amendments need to be made, then all can be done at one time.

### Comments:

A letter was forwarded to the Lambton OPP with the letter of concern requesting the OPP to monitor the area. The Mayor also notified the office that he had a discussion with an officer on patrol in the area and the concerns on the speeding were addressed with the officer.

The speed limit on Shiloh Line from Nauvoo Road to River Street is currently 50 km/hour and was lowered in 2009 as a result of a similar complaint. Shiloh Line from River Street to the Peak of Mosa is currently posted at 80 km/hour with additional advisory signage for curves in the road and Children at Play.

Shiloh Line will be improved in the coming year with paved shoulders and a new surface as approved through the Investing in Canada Infrastructure Program (ICIP) grant. Culvert replacement has already begun which will inadvertently leave bumps in the road where the pavement was cut to accommodate the new culverts. Although not intended as a "speed bump," signs will be posted to notify traffic of the road condition which should indirectly slow traffic down. The forthcoming improvements to the road will also, over the next year, keep traffic at a slower pace.

Additional approaches to managing speed long term include building or modifying roads to include features that calm traffic such as speed bumps; establishing speed limits to the function of each road; enforcing speed limits; and raising awareness about the dangers of speeding through campaigns.

**Financial Considerations:**

Staff resources can be used to evaluate the Brooke-Alvinston roads and speeds.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Arena Dressing Room & Lobby Retrofit  
**Meeting:** Council - 23 Jul 2020  
**Department:** Public Works  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**A recommendation will be verbally presented at Council after a thorough evaluation of the submitted tenders by a third party is completed.**

### Background:

An Request For Proposal (RFP) was distributed to three contractors for the Arena Dressing Room and Lobby Light Retrofit. Two contractors submitted the RFP's.

This retrofit project compliments the 2019 ice surface lighting upgrades at the BAICCC.

### Comments:

The submitted prices were:

Gerber Electric: \$10,995.00 + HST  
 Roberts Power Control \$14,900.00 + HST

One aspect of the project includes motion sensor lighting which provides savings in energy usage as well as promotes less contact which is preferential after the recent COVID-19 pandemic and disinfection of touched spaces.

### Financial Considerations:

\$10,000 was incorporated into the 2020 budget for this project.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Year-to-Date (to June 30) Budget to Actual Comparisons  
**Meeting:** Council - 23 Jul 2020  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council receive and file Year-to-date (to June 30) Budget to Actual Comparisons**

### Background:

Regular reporting and comparison of budget to actual results and analysis allows Management and Council to:

- Track revenues and expenditures to date and ensure that it has the necessary funds for operations and any planned capital expenditures.
- Improve the accuracy of the budgeting process, as management and council will have a better understanding of variances and their causes.
- Exercise more effective cost control by routinely assessing actual results against the budget.

### Comments:

The year-to-date budget to actual results to June 30, 2020 are attached. Council is encouraged to review the year-to-date results. In general, there are no unexplained variances that require action. Some Community Centre revenues are lower, as expected, but we have achieved some savings as well (e.g. wages, utilities, etc). The report is provided for information purposes only. No further action is required at this time. Should you have any questions, please do not hesitate to contact me or the appropriate department head.

### Financial Considerations:

The ongoing restrictions due to the Covid-19 pandemic may affect future Community Centre and Ice Rental revenues negatively, and that effect may be material.

### ATTACHMENTS:

[2020-Brooke-Alvinston-Budget -To Actual Reporting - to Jun 30](#)

**MUNICIPALITY OF BROOKE-ALVINSTON**

**2020 Budget to Actual Comparison**

To June 30, 2020

**ALL DEPARTMENTS**

**EXPENDITURES**

**GENERAL GOVERNMENT**

	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
1 COUNCIL	55,160	28,130	22,451	5,679					-		55,160	28,130	22,451	5,679		40.7%
2 COUNCIL SUPPORT	170,250	89,073	86,803	2,270					-		170,250	89,073	86,803	2,270		51.0%
3 ADMINISTRATION	325,123	186,696	176,775	9,921		38,000	33,000	21,469	11,531		363,123	219,696	198,244	21,452		54.6%
	<b>550,533</b>	<b>303,899</b>	<b>286,030</b>	<b>17,869</b>		<b>38,000</b>	<b>33,000</b>	<b>21,469</b>	<b>11,531</b>		<b>588,533</b>	<b>336,899</b>	<b>307,498</b>	<b>29,401</b>		<b>52.2%</b>

**PROTECTION**

4 FIRE - ALVINSTON	210,124	76,481	54,128	22,353		32,000	32,000	19,372	12,628		242,124	108,481	73,500	34,981		30.4%
5 FIRE - INWOOD	103,575	50,056	37,792	12,264		15,500	15,500	7,765	7,735		119,075	65,556	45,557	19,999		38.3%
6 FIRE - WATFORD	4,627	4,627	3,427	1,200					-		4,627	4,627	3,427	1,200		74.1%
7 FIRE CHIEF & INSPECTOR	82,549	49,919	26,653	23,266					-		82,549	49,919	26,653	23,266		32.3%
8 POLICE	408,226	204,113	204,113	(0)					-		408,226	204,113	204,113	(0)		50.0%
9 CONSERVATION AUTHORITY	23,191	23,191	18,662	4,529					-		23,191	23,191	18,662	4,529		80.5%
10 INSPECTIONS & CONTROL	47,825	26,425	34,494	(8,069)					-		47,825	26,425	34,494	(8,069)		72.1%
11 EMERGENCY MEASURES	4,100	3,125	5,184	(2,059)					-		4,100	3,125	5,184	(2,059)		126.4%
	<b>884,217</b>	<b>437,937</b>	<b>384,453</b>	<b>53,484</b>		<b>47,500</b>	<b>47,500</b>	<b>27,137</b>	<b>20,363</b>		<b>931,717</b>	<b>485,437</b>	<b>411,590</b>	<b>73,847</b>		<b>44.2%</b>

**TRANSPORTATION SERVICES**

12 ROADS - MATERIALS & SERVICES	634,250	359,720	385,448	(25,728)		1,126,000	590,000	467,915	122,085		1,760,250	949,720	853,362	96,358		48.5%
13 PUBLIC WORKS OVERHEAD	581,009	322,484	303,471	19,013					-		581,009	322,484	303,471	19,013		52.2%
14 VEHICLES & EQUIP	154,100	73,225	48,106	25,119		375,000	-	-	-		529,100	73,225	48,106	25,119		9.1%
15 SNOW REMOVAL	35,000	8,500	7,997	503					-		35,000	8,500	7,997	503		22.8%
16 STREET LIGHTS - ALVINSTON	14,500	7,000	4,258	2,742					-		14,500	7,000	4,258	2,742		29.4%
17 STREET LIGHTS - INWOOD	6,750	3,375	1,796	1,579					-		6,750	3,375	1,796	1,579		26.6%
	<b>1,425,609</b>	<b>774,304</b>	<b>751,076</b>	<b>23,228</b>		<b>1,501,000</b>	<b>590,000</b>	<b>467,915</b>	<b>122,085</b>		<b>2,926,609</b>	<b>1,364,304</b>	<b>1,218,991</b>	<b>145,313</b>		<b>41.7%</b>

**ENVIRONMENTAL**

18 STORM SEWER	68,252	34,126	34,126	(0)					-		68,252	34,126	34,126	(0)		50.0%
19 WASTE COLLECTION/DISPOSAL	81,537	37,019	37,018	0					-		81,537	37,019	37,018	0		45.4%
20 RECYCLING	77,999	39,000	38,999	0					-		77,999	39,000	38,999	0		50.0%
	<b>227,788</b>	<b>110,144</b>	<b>110,144</b>	<b>0</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>227,788</b>	<b>110,144</b>	<b>110,144</b>	<b>0</b>		<b>48.4%</b>

**HEALTH**

21 HOSPITAL/CEMETERIES - DONATIONS	850	850	450	400					-		850	850	450	400		52.9%
22 CEMETERY OPERATIONS	85,393	-	-	-		-	-	-	-		85,393	-	-	-		0.0%
	<b>86,243</b>	<b>850</b>	<b>450</b>	<b>400</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>86,243</b>	<b>850</b>	<b>450</b>	<b>400</b>		<b>0.5%</b>



**MUNICIPALITY OF BROOKE-ALVINSTON**

**2020 Budget to Actual Comparison**

To June 30, 2020

**RECREATION AND CULTURAL**

		OPERATING				CAPITAL				TOTAL				
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	% of Total budget Used
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
23	REC & CANADA DAY	18,250	-	-	-	110,000	-	-	-	128,250	-	-	-	0.0%
24	COMMUNITY CENTER -ARENA	435,133	247,463	191,301	56,162	145,000	5,000	4,975	25	580,133	252,463	196,276	56,187	33.8%
25	COMMUNITY CENTER - CONCESSION	2,000	1,000	962	38				-	2,000	1,000	962	38	48.1%
26	INWOOD REC	6,106	2,481	1,572	909	-	-	-	-	6,106	2,481	1,572	909	25.7%
27	LIBRARY - ALVINSTON	7,315	4,465	3,066	1,399	-	-	-	-	7,315	4,465	3,066	1,399	41.9%
28	LIBRARY - INWOOD	5,273	2,673	1,457	1,216	-	-	-	-	5,273	2,673	1,457	1,216	27.6%
<b>474,077</b>		<b>258,082</b>	<b>198,358</b>	<b>59,724</b>		<b>255,000</b>	<b>5,000</b>	<b>4,975</b>	<b>25</b>	<b>729,077</b>	<b>263,082</b>	<b>203,333</b>	<b>59,749</b>	<b>27.9%</b>

**PLANNING AND DEVELOPMENT**

29	PLANNING & ZONING	5,750	2,350	1,138	1,212				-	5,750	2,350	1,138	1,212	19.8%
30	COMMERCIAL INDUSTRIAL	12,500	7,700	4,117	3,583	-	-	3,213	(3,213)	12,500	7,700	7,330	370	58.6%
31	POST OFFICE	46,200	23,100	25,349	(2,249)				-	46,200	23,100	25,349	(2,249)	54.9%
32	AGRICULTURE & REFORESTATION	21,300	12,500	13,321	(821)				-	21,300	12,500	13,321	(821)	62.5%
33	MUNICIPAL DRAIN LOANS	1,250	-	-	-				-	1,250	-	-	-	0.0%
34	MUNICIPAL DRAIN WORK	640,000	205,000	109,385	95,615				-	640,000	205,000	109,385	95,615	17.1%
35	TILE DRAIN LOANS	12,000	-	5,217	(5,217)				-	12,000	-	5,217	(5,217)	43.5%
<b>739,000</b>		<b>250,650</b>	<b>158,529</b>	<b>92,121</b>		<b>-</b>	<b>-</b>	<b>3,213</b>	<b>(3,213)</b>	<b>739,000</b>	<b>250,650</b>	<b>161,742</b>	<b>88,908</b>	<b>21.9%</b>

**OTHER/RESERVES**

36	RESERVES	203,000	203,000	-	203,000				-	203,000	203,000	-	203,000	0.0%
37	RESERVE FUNDS	-	-	-	-				-	-	-	-	-	
<b>203,000</b>		<b>203,000</b>			<b>203,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>203,000</b>	<b>203,000</b>	<b>-</b>	<b>203,000</b>	<b>0.0%</b>

38	<b>TOTAL EXPENDITURES</b>	<b>4,590,467</b>	<b>2,338,866</b>	<b>1,889,039</b>	<b>449,827</b>	<b>1,841,500</b>	<b>675,500</b>	<b>524,709</b>	<b>150,791</b>	<b>6,431,967</b>	<b>3,014,366</b>	<b>2,413,748</b>	<b>600,618</b>	<b>37.5%</b>
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**MUNICIPALITY OF BROOKE-ALVINSTON**

**2020 Budget to Actual Comparison**

To June 30, 2020

**REVENUES**

**FEES AND CHARGES**

		OPERATING				CAPITAL				TOTAL				% of Total budget Used
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
39	GENERAL GOVERNMENT	(14,050)	(6,200)	(7,776)	(1,576)	-	-	-	-	(14,050)	(6,200)	(7,776)	(1,576)	55.3%
40	FIRE & EMERGENCY	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
41	PROPERTY INSPECTION & CONTROL	(43,000)	(11,500)	(11,089)	412	-	-	-	-	(43,000)	(11,500)	(11,089)	412	25.8%
42	TRANSPORTATION	(2,500)	-	(378)	(378)	-	-	-	-	(2,500)	-	(378)	(378)	15.1%
43	WASTE COLLECTION & RECYCLING	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
44	CEMETERY	(85,393)	-	-	-	-	-	-	-	(85,393)	-	-	-	0.0%
45	COMMUNITY CENTER - ALVINSTON	(155,500)	(68,975)	(70,116)	(1,141)	-	-	-	-	(155,500)	(68,975)	(70,116)	(1,141)	45.1%
46	COMMUNITY CENTER - CONCESSION	(2,600)	(1,300)	(1,211)	89	-	-	-	-	(2,600)	(1,300)	(1,211)	89	46.6%
47	COMMUNITY CENTER - INWOOD	(500)	-	-	-	-	-	-	-	(500)	-	-	-	0.0%
48	CANADA DAY	(13,250)	-	-	-	-	-	-	-	(13,250)	-	-	-	0.0%
49	PLANNING FEES	(7,250)	(4,300)	(6,050)	(1,750)	-	-	-	-	(7,250)	(4,300)	(6,050)	(1,750)	83.4%
50	HANGING BASKETS/COMMUNITY GROUP	(2,520)	(2,520)	(3,780)	(1,260)	-	-	-	-	(2,520)	(2,520)	(3,780)	(1,260)	150.0%
51	POST OFFICE	(60,000)	(30,000)	(31,346)	(1,346)	-	-	-	-	(60,000)	(30,000)	(31,346)	(1,346)	52.2%
52	AGRICULTURE & REFORESTATION	(3,500)	(3,500)	(2,054)	1,447	-	-	-	-	(3,500)	(3,500)	(2,054)	1,447	58.7%
53	MUNICIPAL DRAIN BILLINGS	(450,000)	-	-	-	-	-	-	-	(450,000)	-	-	-	0.0%
54	TILE DRAIN LOANS	(12,000)	-	-	-	-	-	-	-	(12,000)	-	-	-	0.0%
		<b>(852,063)</b>	<b>(128,295)</b>	<b>(133,798)</b>	<b>(5,503)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(852,063)</b>	<b>(128,295)</b>	<b>(133,798)</b>	<b>(5,503)</b>	<b>15.7%</b>

**MUNICIPAL**

55	ALVINSTON FIRE	(45,016)	(45,016)	(64,187)	(19,171)	(5,920)	(5,920)	(5,674)	246	(50,936)	(50,936)	(69,861)	(18,925)	137.2%
56	INWOOD FIRE	(12,322)	(12,322)	(15,264)	(2,942)	(1,860)	(1,860)	(1,976)	(116)	(14,182)	(14,182)	(17,240)	(3,058)	121.6%
57	COUNTY POLICING & OTHER GRANTS	(11,910)	(11,910)	(11,910)	-	-	-	-	-	(11,910)	(11,910)	(11,910)	-	100.0%
58	DONATIONS	-	-	(1,600)	(1,600)	(15,000)	-	-	-	(15,000)	-	(1,600)	(1,600)	0.0%
		<b>(69,248)</b>	<b>(69,248)</b>	<b>(92,961)</b>	<b>(23,713)</b>	<b>(22,780)</b>	<b>(7,780)</b>	<b>(7,650)</b>	<b>130</b>	<b>(92,028)</b>	<b>(77,028)</b>	<b>(100,611)</b>	<b>(23,583)</b>	<b>109.3%</b>

**ONTARIO**

59	OCIF				-	(273,968)	(273,968)	(273,986)	(18)	(273,968)	(273,968)	(273,986)	(18)	100.0%
60	EFFICIENCY FUNDING				-	(122,299)	-	-	-	(122,299)	-	-	-	0.0%
61	OMRFA DRAIN SUPERINTENDENT	(7,500)	-	-	-					(7,500)	-	-	-	0.0%
62	OMAFRA - DRAIN SUBSIDIES	(190,000)	-	-	-					(190,000)	-	-	-	0.0%
63	OMPF	(678,100)	(339,050)	(339,050)	-					(678,100)	(339,050)	(339,050)	-	50.0%
		<b>(875,600)</b>	<b>(339,050)</b>	<b>(339,050)</b>	<b>-</b>	<b>(396,267)</b>	<b>(273,968)</b>	<b>(273,986)</b>	<b>(18)</b>	<b>(1,271,867)</b>	<b>(613,018)</b>	<b>(613,036)</b>	<b>(18)</b>	<b>48.2%</b>

**MUNICIPALITY OF BROOKE-ALVINSTON**

**2020 Budget to Actual Comparison**

To June 30, 2020

**CANADA**

		OPERATING				CAPITAL				TOTAL				
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	% of Total budget Used
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
64	CANADA - ACCESSIBILITY				-	(9,392)	(9,392)	(9,392)	-	(9,392)	(9,392)	(9,392)	-	100.0%
65	FEDERAL GAS TAX				-	(228,949)	(228,949)	(228,949)	0	(228,949)	(228,949)	(228,949)	0	100.0%
66	FEDERAL CANADA DAY	(5,000)	-	-	-				-	(5,000)	-	-	-	0.0%
		<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(238,341)</b>	<b>(238,341)</b>	<b>(238,341)</b>	<b>(0)</b>	<b>(243,341)</b>	<b>(238,341)</b>	<b>(238,341)</b>	<b>0</b>	<b>97.9%</b>

67	LICENCES, PERMITS, RENTS	(16,083)	(8,042)	(7,797)	245				-	(16,083)	(8,042)	(7,797)	245	48.5%
68	FINES AND PENALTIES	(45,000)	(18,000)	(16,265)	1,735				-	(45,000)	(18,000)	(16,265)	1,735	36.1%
69	OTHER REVENUES	(45,500)	(30,200)	(33,922)	(3,722)				-	(45,500)	(30,200)	(33,922)	(3,722)	74.6%

**AREA RATINGS**

70	ALVINSTON AREA RATING	(44,202)	-	0	0				-	(44,202)	-	0	0	0.0%
71	INWOOD AREA RATING	(14,474)	-	40	40				-	(14,474)	-	40	40	-0.3%
		<b>(58,676)</b>	<b>-</b>	<b>40</b>	<b>(40)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(58,676)</b>	<b>-</b>	<b>40</b>	<b>40</b>	<b>-0.1%</b>

**RESERVES/RESERVE FUNDS/FINANCING**

72	RESERVES	-	-	-	-	(887,000)	-	-	-	(887,000)	-	-	-	0.0%
73	FINANCING -OTHER									-	-	-	-	
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(887,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(887,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**TAXATION**

74	GENERAL TAXATION	(2,951,195)	(1,475,598)	(1,483,637)	(8,039)				-	(2,951,409)	(1,475,598)	(1,483,637)	(8,039)	50.3%
75	ADJUSTMENTS/WRITE-OFFS	50,500	-	(31,170)	(31,170)				-	50,500	-	(31,170)	(31,170)	-61.7%
76	SUPPLEMENTAL	(5,000)	-	(92)	(92)				-	(5,000)	-	(92)	(92)	1.8%
77	UTILITY TRANSMISSION	(14,500)	-	-	-				-	(14,500)	-	-	-	0.0%
		<b>(2,920,195)</b>	<b>(1,475,598)</b>	<b>(1,514,899)</b>	<b>(39,301)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,920,409)</b>	<b>(1,475,598)</b>	<b>(1,514,899)</b>	<b>(39,301)</b>	<b>51.9%</b>

78	TOTAL REVENUES	<b>(4,887,365)</b>	<b>(2,068,432)</b>	<b>(2,138,650)</b>	<b>(70,299)</b>	<b>(1,544,388)</b>	<b>(520,089)</b>	<b>(519,977)</b>	<b>111</b>	<b>(6,431,968)</b>	<b>(2,588,521)</b>	<b>(2,658,628)</b>	<b>(70,106)</b>	<b>41.3%</b>
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79	NET EXPENDITURES OVER REVENUE	<b>(296,898)</b>	<b>270,434</b>	<b>(249,611)</b>	<b>520,126</b>	<b>297,112</b>	<b>155,411</b>	<b>4,731</b>	<b>150,680</b>	<b>(0)</b>	<b>425,845</b>	<b>(244,880)</b>	<b>670,724</b>	
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**MUNICIPALITY OF BROOKE-ALVINSTON**

**2020 Budget to Actual Comparison**

To June 30, 2020

**WATER & SEWER**

**REVENUE**

		OPERATING				CAPITAL				TOTAL				
		2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	2020 Total Budget	2020 YTD Budget	2020 YTD Actual	YTD Under / (Over)	% of Total budget Used
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	ONTARIO - GRANTS				-	(75,116)	-	-	-	(75,116)	-	-	-	0.0%
2	FEDERAL - GRANTS				-	-	-	-	-	-	-	-	-	0.0%
3	RESERVES				-	-	-	-	-	-	-	-	-	0.0%
4	RESERVE FUNDS				-	(72,577)	-	-	-	(72,577)	-	-	-	0.0%
5	WASTE WATER - ALVINSTON	(202,500)	(101,250)	(100,843)	407					(202,500)	(101,250)	(100,843)	407	49.8%
6	ALVINSTON OTHER SEWER CHGS	(5,933)	(2,967)	(2,967)	-					(5,933)	(2,967)	(2,967)	-	50.0%
7	WASTE WATER - INWOOD	(58,950)	(29,475)	(29,475)	-					(58,950)	(29,475)	(29,475)	-	50.0%
8	INWOOD SEWER CAPITAL & CONNECTION	(62,974)	(31,487)	(31,487)	-					(62,974)	(31,487)	(31,487)	-	50.0%
9	WATER - ALVINSTON	(332,380)	(167,240)	(168,322)	(1,082)					(332,380)	(167,240)	(168,322)	(1,082)	50.6%
10	WATER - ALVINSTON - OTHER CHGS	-	-	-	-					-	-	-	-	0.0%
<b>TOTAL WATER &amp; SEWER REVENUES</b>		<b>(662,737)</b>	<b>(332,419)</b>	<b>(333,094)</b>	<b>(675)</b>	<b>(147,693)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(810,430)</b>	<b>(332,419)</b>	<b>(333,094)</b>	<b>(675)</b>	<b>41.10%</b>

**EXPENDITURES**

11	WASTE WATER - ALVINSTON	170,832	86,523	80,160	6,363	110,000	20,000	19,143	857	280,832	106,523	99,302	7,221	35.4%
12	WASTE WATER - INWOOD	119,386	49,388	53,618	(4,230)	-	-	-	-	119,386	49,388	53,618	(4,230)	44.9%
13	WATER - ALVINSTON	305,949	162,989	150,611	12,378	75,116	7,715	7,715	-	381,065	170,704	158,326	12,378	41.5%
14	RESERVE FUND	29,148	-	-	-					29,148	-	-	-	0.0%
<b>TOTAL WATER &amp; SEWER EXPENDITURES</b>		<b>625,315</b>	<b>298,900</b>	<b>284,389</b>	<b>14,511</b>	<b>185,116</b>	<b>27,715</b>	<b>26,857</b>	<b>857</b>	<b>810,430</b>	<b>326,615</b>	<b>311,246</b>	<b>15,368</b>	<b>38.41%</b>
<b>NET WATER &amp; SEWER EXPENDITURES</b>		<b>(37,423)</b>	<b>(33,519)</b>	<b>(48,705)</b>	<b>15,186</b>	<b>37,423</b>	<b>27,715</b>	<b>26,857</b>	<b>857</b>	<b>-</b>	<b>(5,804)</b>	<b>(21,848)</b>	<b>16,044</b>	



**MUNICIPALITY OF BROOKE-ALVINSTON**  
**DRAINAGE SUPERINTENDENT STAFF REPORT**

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**Date:** July 2020 Report

**To:** Brooke-Alvinston Mayor, Clerk, and Council

**From:** David Moores  
 Drainage Superintendent  
 R. Dobbin Engineering Inc.

**RE:** Monthly Drainage Superintendent Report

**Maintenance**

**New Maintenance Requests:**

***Buurma Drain***

- Location: LaSalle Line between Little Ireland and Ebenezer Road (Lot 11, Concession 13)
- Request received from Tony Straatman for catch basin repairs
- **Recommendation:** Hire KT Excavating hourly to complete the catch basin repairs when the wheat comes off

***McNeil Douglas Drain – Main Branch***

- Location: South of Rokeby Line west of Nauvoo Road
- Request received from Bill Douglass
- Work – tile drain repairs
- **Recommendation:** Hire KT Excavating hourly to complete the catch basin repairs when the wheat comes off

***Thompson Drain – Fisher Ferguson Section***

- Location: Hardy Creek Road
- Work – Brushing and cleanout
- **Recommendations:** (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

***Parker Lucas Drain***

- Location: Lots 5-9, Concession 13
- Work – Brushing, bottom cleanout, and culvert replacements
- Request received from Mr. Tom Shea
- **Recommendations:** (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

***Ongoing Maintenance:******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 No.1***

- 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 No.1***

- Location: Churchill Line & Hardy Creek Road - Lot 27, Concession 14
- Work – Brushing and Cleanout
- 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
- 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

**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
- Tender maintenance work

**Sisson Parker Drain**

- Location: Between Inwood Road and Forest Road - Lot 1, Concession 14
- Work – Cleanout and Brushing
- 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
- 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
- Tender maintenance work

**Engineers Reports – Construction / Improvement****New Requests:****Edgar Drain Branch**

- Location: Branch section of the Edgar Drain No1 at Salem Road in Lot 27, Concession 14
- Request was received from Tony Van Aert to enclosed this drain
- **Recommendations:** (1) Accept the request under Section 78 of the Drainage Act and appoint R. Dobbin Engineering to complete a report.  
(2) Arrange an Meeting with affected landowners

**Construction Ready:****Acton Drain / Parker Lucas Drain**

- Location: Lots 7, 8 and 9, Concession 14
- Contractor: McNally Excavating
- Status:
  - Work was completed but due to the major rain event of on July 8, 2020 approximately 2-2.5 inches of rain in one (1) hour came through the area causing multiple deficiencies that have to be addressed with the berm on the west side of Little Ireland.
- **Recommendations:** (1) Rebuild the berm in the vicinity of both the Acton Drain and Parker Lucas Drain at the road crossings with concrete blocks and coconut firm erosion control matting instead of an earthen berm. (2) Due to the amount of water that drains through this area a grassed water swale may be required to convey the water through the Shea Farm. If this option is required a new Engineer's report under Section 78 should be completed to include this into the report for the Acton Drain. Ray and myself will be looking into this option and will report back to Council if this is a viable option to consider.

**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

**Still in Report Stage:****Elliott Tait 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:**

Work on the following projects are completed:

1. Straatman Werden Drain by McNally Excavating under Section 4
2. McNeil Douglas Drain – West Branch by KT Excavating under maintenance



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

RECEIVED  
JUL 13 2020

I hereby give notice that the Parker - Lucas Drain is out of repair and request that:

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

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

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

Section 78, (with an Engineer's Report)

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

The following work is required:

clean out replace culverts

Property Description: Lot 8 Concession 13 Roll Number 3815-120-040-12000  
3815-120040-11900

911 address 6972 & 6924 LASALLE LANE

Dated at the Municipality of Brooke-Alvinston this 13 day of July, 2020

Tom Shra  
Name-please print

\_\_\_\_\_  
Name-please print

Tom Shra  
Signature

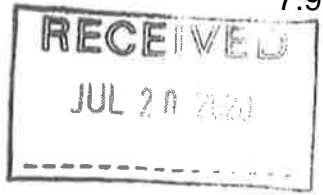
\_\_\_\_\_  
Signature

Telephone# \_\_\_\_\_  
Home

\_\_\_\_\_  
Cell

Email address: \_\_\_\_\_

Additional Comments if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

I hereby give notice that the Kelly Drain is out of repair and request that:

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

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

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

   Section 78, (with an Engineer's Report)

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

The following work is required:

Drain cleaned trees removed.

Property Description: Lot 9 Concession 14 Roll Number \_\_\_\_\_

911 address 7037

Dated at the Municipality of Brooke-Alvinston this 20 day of July, 2020

Tom Shea  
Name-please print

\_\_\_\_\_  
Name-please print

Tom Shea  
Signature

\_\_\_\_\_  
Signature

Telephone# \_\_\_\_\_  
Home

\_\_\_\_\_  
Cell

Email address: \_\_\_\_\_

Additional Comments if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

By-law Number xx of 2020

A By-law to authorize the sale of municipal land

WHEREAS pursuant to Section 8 of the Municipal Act, 2001, C. 25, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston has determined that the said lands are surplus to the needs of the Corporation and should be sold

AND WHEREAS the Council of the Municipality of Brooke-Alvinston has agreed to sell certain lands being:

- i) 3223 River Street, Alvinston

NOW THEREFORE the Council of the Municipality of Brooke-Alvinston enacts as follows:

1. That the Council of the Municipality of Brooke-Alvinston hereby authorize the conveyance of lands as noted above (i)
2. That schedule "A" being the agreement of purchase and sale for the said lands and conditions of sale

This By-law shall become into full force and effect on the date that it is enacted.

By-law read a first, second and third time and finally passed this 23rd day of July, 2020.

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David Ferguson, Mayor

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Janet Denkers, Clerk-Administrator