



AGENDA

Council Meeting

4:00 PM - Thursday, October 22, 2020
Municipal Office

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10. CLOSED SESSION

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12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, October 8, 2020
Electronic Meeting

The Council of the Brooke-Alvinston was called to order on Thursday, October 8, 2020, at 4:00 PM, in the Electronic Meeting, with the following members present:

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

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

Regrets:

1 CALL TO ORDER

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

2 DISCLOSURE OF PECUNIARY INTEREST

Mayor Ferguson requested that any pecuniary interests be declared when appropriate.

3 MINUTES

a) Regular Council Meeting Minutes of September 24, 2020

RESOLUTION-2020-294

Deputy Mayor Frank Nemcek made a motion that the minutes from the September 24, 2020 Council meeting be approved as presented without any errors or omissions. Councillor Jamie Armstrong seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

Councillor Armstrong informed Council that Les Douglas of the Alvinston & District Optimist Club will be attending the October 22, 2020 meeting to discuss the pavilion.

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Mayor Ferguson congratulated the Treasurer and Deputy Treasurer on their 2019 Financial Information Return Award.

Mayor Ferguson and the Clerk-Administrator pointed out to Council the notice from the Normal Farm Practices Board and the hearing scheduled for October 22, 2020. It was noted that if anyone was interested in attending, they need to contact the Board representative for login details.

RESOLUTION-2020-295

Councillor Jeannette Douglas made a motion that the information correspondence be received and filed. Councillor Jamie Armstrong seconded

the motion.

Carried

- b) Christmas for Everyone Campaign - Request for Donation

RESOLUTION-2020-296

Deputy Mayor Frank Nemcek made a motion that the Municipality of Brooke-Alvinston donates \$200.00 to the Christmas for Everyone Campaign. Councillor Jamie Armstrong seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Thompson Drain - section 78 request

RESOLUTION-2020-297

Councillor Wayne Deans made a motion that the section 78 of the Drainage Act request submitted by Kevin Sanders for the Thompson Drain be accepted; and that R. Dobbin Engineering be appointed to prepare a new report . Councillor Jamie Armstrong seconded the motion.

Carried

- b) **Clerk-Administrator's Report:** Fire Board / Fire Committee Naming

RESOLUTION-2020-298

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston agrees that the terminology of "Brooke-Alvinston-Inwood District Fire Board" be re-named the "Brooke-Alvinston Fire Committee" in any amending agreements. Councillor Jeannette Douglas seconded the motion.

Carried

- c) **Clerk-Administrator's Report:** Fire Chief shared responsibilities-Southwest Middlesex and Dawn-Euphemia

RESOLUTION-2020-299

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston approve of the shared responsibilities of the Fire Chief in the areas covered in Dawn-Euphemia and Southwest Middlesex. Councillor Jeannette Douglas seconded the motion.

Carried

- d) **Clerk Administrator's Report:** Draft By-law to Establish & Regulate a Fire Department

RESOLUTION-2020-300

Councillor Wayne Deans made a motion this report is for information only. Once presented to the Fire Committee for discussion, a formal copy will be presented to Council for approval. Councillor Jeannette Douglas seconded the motion.

Carried

- e) **Treasurer's Report:** Amending By-law to Jointly Operate a Fire Department

RESOLUTION-2020-301

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston approve the use of the Weighted Current Value Assessment (same as used for taxes; provided by MPAC) to calculate the share of each Municipalities' cost for the Budgeted/Actual expenditures for the Fire Area covered by Brooke Fire Rescue. Councillor Jeannette Douglas

seconded the motion.

Carried

- f) **Treasurer's Report:** Accounts Payable Listing - September 2020

RESOLUTION-2020-302

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

Carried

- g) **Treasurer's Report:** Year-to-Date (to September 30) Budget to Actual Comparisons

RESOLUTION-2020-303

Councillor Jeannette Douglas made a motion that Council receive and file the Year-to-date (to September 30) Budget to Actual Comparisons. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- h) 2020 Building Permit Summary Report to Date

RESOLUTION-2020-304

Councillor Jeannette Douglas made a motion that the 2020 Building Permit Summary report to date be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

8 BY-LAWS

- a) McVicar Drain - third & final reading

RESOLUTION-2020-305

Councillor Wayne Deans made a motion that By-law 34 of 2020 be read a first, second and third time and finally passed this 8th day of October, 2020. Councillor Jeannette Douglas seconded the motion.

Carried

9 NEW BUSINESS

Councillor Douglas commended the Brooke-Alvinston Watford Fall Fair Committee for all of their efforts in organizing the Car Rally, Rib Dinner and Fireworks.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) By-law 40 of 2020

RESOLUTION-2020-306

Councillor Jamie Armstrong made a motion that By-law 40 of 2020 be read a first, second and third time and finally passed this 8th day of October, 2020. Deputy Mayor Frank Nemcek seconded the motion.

Carried

13 ADJOURNMENT

RESOLUTION-2020-307

Councillor Wayne Deans made a motion that the meeting be adjourned at 4:31 p.m.. Councillor Jeannette Douglas seconded the motion.

Carried

Clerk-Administrator

Mayor



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NEWS RELEASE

For Immediate Release

Council Highlights

Wednesday, October 7, 2020

Wyoming, ON – Lambton County Council held their regular meeting via videoconference on Wednesday, October 7. At this meeting, Lambton County Council:

- Received an update from Lambton County Medical Officer of Health, Dr. Sudit Ranade, regarding the current COVID-19 situation in Lambton County.
- Heard a presentation from Sandy Marshall, Executive Director, Bioindustrial Innovation Canada, with an update on the activities of BIC.
- Suspended the County capital grant program for 2021. No new capital grant requests will be entertained in the 2021 Budget.
- Directed the County to begin negotiating a lease agreement with Western Sarnia-Lambton Research Park for its Court Services Department for a term of 12 months with the option to extend the lease for an additional year.
- Designated the County's leased space at the Bayside Centre located in Sarnia as a municipal capital facility.
- Tabled a motion to resume in-person Committee A.M. and Committee P.M. meetings until the first regular Council meeting after December 15, 2020.
- Heard that the Neighbour2Neighbour Food Drive will be taking place on Saturday, November 7 throughout Lambton County. More information can be found at n2nfooddrive.com.

Council will next meet in Open Session at 9:30 a.m. on Wednesday, November 4, 2020.

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NEWS RELEASE

For Immediate Release

Emergency Control Group Update - October 7

Wednesday, October 7, 2020

Wyoming, ON - The County of Lambton Emergency Control Group met Wednesday, October 7 to discuss updates in the current COVID-19 situation. The group will meet again on Wednesday next week to discuss new developments and planning requirements. Additional meetings will be scheduled if needed.

At this meeting, the Emergency Control Group:

- Received an update from Lambton County's Medical Officer of Health, Dr. Ranade, regarding the COVID-19 situation in Lambton County. Current statistics are available on the [Lambton Public Health website](#), including a detailed [community snapshot](#).
- Discussed the new provincial regulations that came into effect Saturday, October 3, including the province-wide mask mandate and transition to appointment-based testing at assessment centres.
- Received an update on PPE supply levels from County divisions. All areas continue to maintain an adequate supply level.
- Would like to remind everyone to continue practicing individual public health safety measures to limit the spread of COVID-19, especially when considering Thanksgiving gatherings.
 - It is recommended that you keep your gathering small, restricted to members of your immediate household or local family. Provincial regulations limit the size of indoor gatherings to 10 people.
 - Continue following public health measures including practicing good hand hygiene, maintaining a physical distance of 2 meters from others, wearing a mask when physical distancing is not possible or where required, and staying home when sick.

For the most up to date information regarding COVID-19 including current statistics, please visit the [Lambton Public Health website](#) and the [Province of Ontario website](#). Facility closures and a list of financial supports and resources are listed on the [Lambton County website](#).

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NEWS RELEASE

For Immediate Release

Continued Projection of Balanced County Budget for 2020 Year

Thursday, October 8, 2020

Wyoming, ON - The County of Lambton continues to project a balanced budget for the 2020 calendar year. Cost containment measures immediately taken since the onset of the COVID-19 pandemic in March of this year, combined with potential revenue opportunities, capital project savings/deferrals and funding from a variety of provincial and federal government agencies have supported staff and Council in mitigating the costs and operational pressures from the COVID-19 pandemic.

"Staff have analyzed the situation, made adjustments and continued to maintain County services and operations in alternate forms as much as possible within the restrictions brought on by the COVID-19 pandemic," stated Lambton County Warden Bill Weber. "We are in this financial position because of the staff team we have working together at the County, and they deserve credit for lessening the potential negative financial impacts the pandemic could have inflicted on the County budget."

In total, \$1.3 million of cost containment initiatives have been implemented within the County's Operating Budget since the start of the COVID-19 pandemic. These cost containment strategies and action steps include:

- **Staff Layoffs:** 120 Cultural Services staff temporarily laid off in early April and 26 employees remain on layoff.
- **Hiring Freezes:** Staff savings of \$185,000 anticipated due to hiring freezes in Human Resources, Social Services and Infrastructure & Development Services (cancellation of Public Works - Students).
- **Gapping Savings:** An estimated savings of \$250,000 to \$350,000 anticipated due to delays in the replacement of staff due to unanticipated turnover (maternity leaves, new jobs, internal job transfers, etc.).
- **Training/Conventions:** An estimated savings of \$75,000 anticipated due to the cancellation of staff attending conventions/training.
- **Reduced Travel Costs:** An estimated overall savings of \$85,000 anticipated due to reduced travel costs associated with the COVID-19 Pandemic.
- **Supplies, Equipment:** An estimated savings of \$70,000 on discretionary supplies/equipment is anticipated due to County Divisions reviewing supply, equipment requirements as well as the cancellation of County related events.

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The County is also looking at potential "revenue opportunities" to achieve a balanced position for 2020. To date, revenues are currently being recognized in the following areas:

- **Benefits (Sun Life):** A \$220,000 withdrawal from the administrative services only account with Sun Life, which accrued due to, in part, the underutilization of group benefits over the past year. A portion of this withdrawal (\$120,000) will be deposited to a benefits reserve to offset a potential spike in costs once service providers start resuming full operations and services and employees resume accessing those services in the future.
- **Administration Cost Arrangements:** Review of the cost sharing arrangements. These include arrangements with other agencies such as Southwestern Integrated Fibre Technology (SWIFT) and internal Departments such as Information Technology, Finance, and Human Resources.

In addition to the cost containment initiatives and revenue opportunities, capital budget amendments and deferrals have been identified by staff to mitigate the costs of COVID-19. To date, the County has identified approximately \$1.95 million in capital project savings and cash flow deferrals across all Divisions.

County Administration continues to review its 2020 Capital Plan, including finalizing plans associated with enhanced regulations related to social/physical distancing in the workplace.

The County has received COVID-related funding from several provincial and federal government agencies including the Safe Restart program, Social Services Relief Fund (Phase I and Phase II), funding from the Ministry of Long-Term Care, Cultural Services funding from the Department of Canadian Heritage, and the continued funding of Public Health Units at the 2019 funding level for the 2020 year.

The County will continue to monitor and report the financial impacts of the COVID-19 pandemic, and will continue to implement and recommend strategies to mitigate any budgetary impact to ensure a balanced position for the 2020 year-end to the greatest extent possible.

-30-

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NEWS RELEASE

For Immediate Release

Significant COVID-19 Transmission in Lambton County Thursday, October 15, 2020

Point Edward, ON - Lambton Public Health is actively investigating an outbreak at a long-term care facility, one confirmed positive COVID-19 case at a local school, a workplace outbreak, and case and contact management follow up for other potential cases.

A long-term care facility in Sarnia has been notified of a positive COVID-19 case and has taken steps to declare an outbreak. The outbreak places restrictions on access to the facility and adds protocols to support staff and residents in the facility. Details of the location will be provided once the facility completes their notification process. Lambton Public Health is continuing to support with case and contact management to limit further spread to close contacts.

Bright's Grove Public School received notification of a confirmed positive COVID-19 case for an individual in their school. The Lambton Kent District School Board updated the [COVID-19 Advisory](#) section of their website to inform the community. Calls have been made to all close contacts involved and Lambton Public Health is continuing to follow up. That includes a daily call to the confirmed case and ongoing support is provided to all identified close contact individuals that are required to self-isolate.

A workplace investigation has resulted in one outbreak declared. Workplace outbreaks are declared when two or more employees test positive for COVID-19 within a reasonable timeline to suspect transmission in the workplace. All employees and close contacts have been identified and moved to isolation. There is no further risk to the community at this time. Workplaces will only be named if public notification will help to identify additional close contact that cannot be determined through contact tracing.

Other potential individual cases have been identified through ongoing investigations. Lab confirmation is required to determine a COVID-19 positive case.

Dr. Sudit Ranade, Lambton's Medical Officer of Health, advises the community, "Narrow the scope of activities to absolute essentials to keep the spread to a minimum and allow other activities to function. Transmission is connected to our social interactions and behaviours."

Limiting the amount of time and contact with individuals outside of our household is very important to reduce the spread of COVID-19. For individuals, limit activities to essentials and follow public health safety measures. For businesses, organizations and facilities, review and monitor your operating guidance.

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Public health safety measures limit community transmission of COVID-19, influenza and other common colds through basic individual interventions:

- Stay home if you are sick.
- Physical distance from others wherever possible.
- Wear a face covering or mask when you can't physical distance, specifically in closed spaces, crowded places, and close contact settings.
- Use good hand hygiene.

Learn more about contact tracing, daily situation reports, information about local testing and assessment options online at LambtonPublicHealth.ca.

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Please contact:

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

MEDIA BRIEFING

Friday, October 16, 2020 at 11:30 a.m.

Access details will be shared with all accredited media contacts that are registered with Lambton Public Health.



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NEWS RELEASE

For Immediate Release

October Household Hazardous Waste Collection Events

Thursday, October 15, 2020

Wyoming, ON - The County of Lambton and its partner Clean Harbors Canada Inc. will be holding one of their Household Hazardous Waste Collection events on Saturday, October 17, 2020. The popular events offer Lambton County residents an opportunity to dispose of household hazardous waste at no cost.

In light of the ongoing COVID-19 pandemic, event attendees are asked to follow physical distancing protocols, including the following:

- Package materials in disposable containers (i.e. cardboard boxes) as they will not be returned;
- Place materials in the trunk or back of their vehicle to maximize distancing for event staff when collecting items; and
- Remain in their vehicle at all times, as event staff will be removing materials from their vehicle.

The County of Lambton and Clean Harbors Canada Inc. will also be hosting an additional event on Saturday, October 31.

All events will run from 9:00 a.m. until 2:00 p.m. at the Clean Harbors Lambton Facility (4090 Telfer Road, St. Clair Township).

"Corrosive, toxic, reactive and flammable materials will be collected at these events," says Matt Deline, Public Works Manager, County of Lambton. "These items should never be placed in a regular landfill because they have the potential to injure workers and damage the environment."

Examples of these types of materials include:

Corrosive

Batteries
Drain Cleaners
Oven Cleaners

Toxic

Pesticides
Rat Poison
Cleaning Fluids
Pharmaceuticals

Reactive

Pool Chemicals
Ammonia
Bleach
Aerosols

Flammable

Gasoline
Paints
BBQ Starter
Oils
Solvents
Propane Cylinders

...More

Items NOT accepted include: PCBs, commercial, industrial, radioactive wastes, electronics, and explosives (flares and ammunition).

For more information visit the County of Lambton's website at www.lambtononline.ca or call 519-845-0801.

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NEWS RELEASE

For Immediate Release

Lambton County Library celebrates Ontario Public Library Week with the launch of new online programs Wednesday, October 14, 2020

Wyoming, ON - Lambton County Library is gearing up to celebrate Ontario Public Library week from October 18 - 24, 2020 and is planning a week full of activities including the chance for curbside pickup users to read and win prizes, the launch of new online programs and the announcement of the One Book Lambton 2020-2021 title selection.

Ontario Public Library Week highlights the important contributions libraries make to their communities. One library card can provide many possibilities for learning and entertainment. Lambton County Library is inviting its library card holders to celebrate the special week this year by taking part in any of the following activities:

- From October 18 - 24 patrons using Lambton County Library's contactless curbside pickup service will receive one scratch ticket for every item checked out. Scratch and win contest prizes include a subscription box of the winner's choice (from a pre-selected list), a book, or a library themed mug. To learn how to reserve books through curbside pickup visit lclibrary.ca/curbside-pickup.
- Lambton County Library is launching its new online programs during Ontario Public Library Week, which will include DIY activity kits for kids and adults, Online Storytime video sessions and opening submissions for the inaugural Teen Zine publication. DIY activity kit programming will begin Monday, October 18, 2020 and will run for nine weeks. Kits include:
 - Pull and Release Cardboard Car
 - Halloween Luminary Jar
 - Pom Pom Cactus
 - Rice Heating Pad
 - Paper Rocket
 - String Yard Card
 - Stained Glass Magnets
 - Christmas Tree Book Decoration
 - Light-up Christmas Card

To participate, patrons can register for their desired kit through Lambton County Library's online program calendar at lclibrary.ca. Once registered, a kit with all the materials will be sent to the patron's chosen curbside pickup location and a video link to participate in the activity with a Lambton County Library staff member will be emailed to the registrant. This will be a pre-recorded session so participants can join in at a time that works best for them.

Online Storytime video sessions will also begin Monday, October 18, 2020. These storytimes are pre-recorded sessions for kids ages 0-6. Patrons can register for a storytime through the library's online program calendar at lclibrary.ca. A link of the video session will be emailed to registrants on the Monday of each week they are registered for, and registrants are invited to participate at a time most convenient for them during that week.

- Lambton County Library will be digitally publishing a Teen Zine in 2021 and will be asking for submissions during Ontario Public Library Week. This online publication will be a collective for teens across Lambton County to submit pieces of art. Any type of art from visual art to creative writing and comics is welcome. All submissions will be accepted digitally at lclibrary.ca/teenzine.
- To cap off Ontario Public Library Week on Friday, October 23, 2020, Lambton County Library will be live on Facebook with The Book Keeper at 10:00 a.m. to announce the book title for One Book Lambton 2020-2021. Follow @LCLibraryca on Facebook to hear the announcement.

For more information on all services Lambton County Library provides or how to become a Lambton County Library cardholder, please visit lclibrary.ca.

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Please contact:

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NEWS RELEASE

For Immediate Release

Community Support Needed to Slow COVID-19 Transmission

Friday, October 16, 2020

Point Edward, ON - There has been a sudden increase in COVID-19 cases in our community and Lambton Public Health is urging everyone to continue to follow public health safety measures to keep you, your loved ones, and your community safe and the transmission of COVID-19 low.

The Government of Ontario has asked everyone to put a pause on social circles for the time being, and we should only be interacting with those in our household or in our chosen household for those of us who may live alone. The province has also asked everyone to reduce our activities to only essentials such as work and groceries, to allow other activities to function.

"We know it is going to be tough," says Dr Sudit Ranade, Medical Officer of Health for Lambton County. "It's getting colder out and we are moving inside for more of our activities and socializing. But as we see this sudden rise in cases, primarily due to unmonitored social gatherings, Lambton Public Health is asking for everyone's help in reducing the spread of COVID-19 in our community. We all have to be patient, be kind, and work together to get through this."

All residents of Lambton County are reminded to limit their number of close contacts. When Lambton Public Health does contact you, be honest and understand that our focus at that time is to further slow the spread of COVID-19. Informing a close contact to isolate is a critical step.

If you receive notification that you are a close contact of a case, you must self-isolate. Lambton Public Health will provide further direction as part of the investigation. Stay in contact and follow these precautions as the investigation continues:

- Don't go to work or school if you have symptoms.
- If you are symptomatic and waiting for a test result, please wait for the test result before going back to work.

We all have a role to play to reduce the transmission of COVID-19. As an individual, the best thing you can do to reduce the transmission of COVID-19 is to limit social interactions and stay home from school or work if you are sick or awaiting a test result.

We are also asking workplaces to review and monitor operating guidance requirements and policies to support parents or guardians that may need to stay home with a sick child. We can all get through this together because we are stronger, together.

Learn more about contact tracing, self-isolation, daily situation reports, local testing and assessment options, and workplace guidance online at LambtonPublicHealth.ca.

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Please contact:

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NEWS RELEASE For Immediate Release

Flu Shots More Important Than Ever This Year Monday, October 19, 2020

Point Edward, ON - To keep Lambton strong, Lambton Public Health is asking residents to get their free influenza (flu) vaccine. Flu vaccines are available from various locations across the County, including your local pharmacy, health care provider and community clinics.

For those who have difficulty accessing the flu shot at their pharmacy or health care provider's office, Lambton Public Health will be offering several community clinics by appointment only. Starting tomorrow, Tuesday October 20th, you can book an appointment by phone or online by visiting LambtonPublicHealth.ca/flu-shot.

The flu shot is recommended for individuals 6 months of age and older. Please note that pharmacists can provide vaccines to those 5 years of age and older. For those who are 65 years and older, there are two different flu shots available - standard-dose and high-dose. Both vaccines protect against the flu and the most important thing is for older adults to be vaccinated. Discuss your options with your healthcare provider.

"The flu vaccine is proven to reduce the number of doctor visits, hospitalizations, and deaths related to the flu. During a pandemic, it's important to reduce the strain on the health care system from other infections, so we have the capacity to respond to COVID-19," said Crystal Palleschi, supervisor with Lambton Public Health. Protect yourself and your circle by getting a seasonal flu shot; it's the safest and most effective way to prevent the spread of the flu.

Influenza spreads in a similar way to COVID-19: through coughing, sneezing, or touching infected surfaces. The flu usually lasts 2-7 days; sometimes longer in the elderly and those with health problems. The flu is a respiratory disease, which is not to be confused with a stomach illness that involves vomiting or diarrhea.

During this time of uncertainty, it is important to do everything we can to keep our community safe and protect our loved ones. Those who are more vulnerable to flu and COVID-related complications are:

- 65 years of age or older
- Under 5 years of age
- Have a chronic health condition
- Pregnant
- Living in a care facility

It is crucial for you to get your flu shot if you are in close contact with any of the groups listed above.

Flu season typically runs November to April when temperatures fall and people are in closer contact indoors. After getting the flu shot, it takes about two weeks for the vaccine to take effect and provide protection. The earlier you get vaccinated, the sooner you are protected.

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To prevent the spread of both the flu and COVID-19:

- Clean your hands with soap and water, or alcohol-based hand sanitizer
- Cover your cough - use a tissue or sleeve
- Keep surfaces clean
- If you're sick, stay home

For information about influenza and where to access the free flu shot, visit [LambtonPublicHealth.ca/flu-shot](https://lambtonpublichealth.ca/flu-shot), or call Lambton Public Health at 519-383-8331 or toll free 1-800-667-1839.

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Please contact:

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

ATTACHED:

Flu Shot Clinic Schedule 2020 Poster

https://lambtonpublichealth.ca/wp-content/uploads/2020/10/Community-and-Pharmacy-Flu-Clinics_FINAL-2020.pdf



October 7, 2020

AMO Policy Update – Main Street Recovery Plan & Increased Mental Health Services, Economic Recovery Legislation, Firefighter Safety, Child Care

Main Street Recovery Plan and Mental Health & Addictions Services Expansion

Today the Province announced Ontario's Main Street Recovery Plan and its intention to introduce new legislation shortly (*Main Street Recovery Act, 2020*). The proposed legislation, if passed, would provide supports and modernize rules for small main street businesses. This involves a \$60 million funding grant for personal protective equipment (PPE) for small businesses to help businesses reopen safer, rehire faster, and recover from COVID-19.

The Province also announced it would invest an additional \$176 million this year to help expand access for critical mental health and addictions services during COVID-19. This is part of the Province's commitment to invest \$3.8 billion over 10 years into mental health and addictions services.

The funding includes an investment of \$3.5 million for in-home/mobile withdrawal management services to increase access to community withdrawal management services for hard to service clients, including those located in rural areas. Other priority areas include community-based services in both English and French; supportive housing for individuals with serious mental health and addictions challenges; and increased Indigenous supports for peoples, families, and communities.

Province's *Better for People, Smarter for Business Act, 2020*

Yesterday the Province introduced the *Better for People, Smarter for Business Act, 2020*, as part of a made-in-Ontario plan to strengthen the Province's economic recovery, support businesses on the ground, and help government deliver clear and effective rules that promote public health and safeguard the environment without sacrificing innovation, growth, and opportunity.

The package proposes legislative changes within 15 different Ministries. AMO staff are in the process of reviewing this legislation and will provide more information about next steps shortly.

Office of the Fire Marshal (OFM) Clarification on Staffing Levels and Firefighter Safety

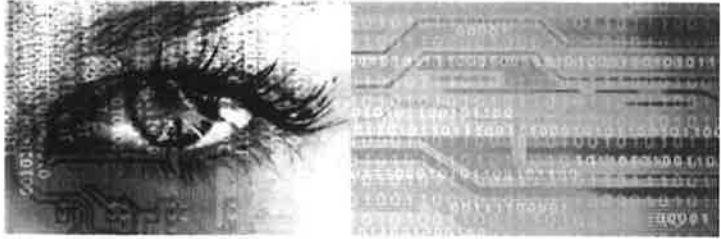
The Ontario Fire Marshal, Jon Pegg, has provided an interpretation of the *Fire Protection and Prevention Act* in light of the recent City of Greater Sudbury interest arbitration decision. His conclusion, after considering the full range of factors, is that the decision to set, alter, or adjust fire protection service levels in any municipality lies with the council of that municipality, in consideration of advice and guidance provided by the fire chief.

Ontario Releases Child Care Reports and Plans New Actions to Improve Child Care

The Ontario government has reviewed the *Child Care and Early Years Act*, and announced the release of two reports, Strengthening Early Years and Child Care in Ontario and the Early Years and Child Care Annual Report 2020. The government is planning to pursue new actions to: increase quality, create more choice, increase access, support the sector workforce, link to more services for special needs children, support Indigenous-led and culturally relevant programming, reduce administrative burden, and address technical gaps and issues.

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

AMO watchfile



October 8, 2020

In This Issue

- Seeking expressions of interest for 2 municipal staff vacancies on AMO Board.
- Save the date! ROMA Annual Conference January 25-26, 2021.
- Space still available for AMO's Land Use Planning training.
- LAS Blog: Cyber Security.
- Vendor Spotlight: Municipal Group Buying Program.
- Investments 101 Training now available.
- Ontario Trillium Foundation: Resilient Communities Fund.
- Infographic on reserves and reserve funds.
- IPAC's Virtual Conference-AC2020: Building the New Normal.
- Careers with Bruce County, Northumberland, Casselman, Halton and Windsor.

AMO Matters

There are 2 vacancies on the AMO Board: staff positions on Rural and Large Urban Caucuses. Details about qualifications & appointment process are [here](#). Deadline, including Council resolution, is November 30.

Eye on Events

ROMA is pleased to announce the launch of ROMA: Connecting Rural Ontario. ROMA's 2021 Conference will be a virtual event. Registration, exciting program news and more will be available soon. Contact events@roma.on.ca with questions.

AMO's Land Use Planning workshop offers municipal decision makers deep understanding of the principles and key elements of land use planning that inform implementing and managing the land use policy framework in Ontario. [Register now!](#)

LAS

Cyber security is a key priority for Ontario's municipalities. With more services delivered online and reliance on internet connected technologies for day-to-day work, municipalities are exposed to potential cyber threats. [Learn more](#) about what AMO and LAS are doing to help members with cyber security.

The [Municipal Group Buying Program](#) just added an Automotive Aftermarket Accessories category. Buy discounted items from ladder racks and lights to towing parts from [Action Car & Truck Accessories](#) through the LAS program. To learn more or to get a list of all Program suppliers, [contact Tanner](#) today.

ONE Investment

Online Investments 101 Training is available now. To register [click here](#). Learn about fundamentals of investing under the Legal List and Prudent Investor Standard.

Municipal Wire*

The Ontario Trillium Foundation is offering one time funding for eligible municipalities that can assist with managing the re-opening or expansion of cultural and recreation services impacted by COVID-19. [Join the webinar](#) on Thursday, October 15 at 1:30pm (EDT) and learn more.

The Municipal Finance Officers' Association (MFOA) has recently released [an infographic](#) on the basics of reserves and reserve funds, why they are a strategic management tool, and the drawbacks to improper use of the funds.

Join the Institute of Public Administration of Canada's [virtual annual conference](#) from November 16-18, 2020 and gain the insight and practical knowledge needed to succeed in a post-pandemic public service.

Careers

[Business & Human Services Integration Manager - County of Bruce](#). Reports to: Director of Human Services. Position status: Full Time. Interested applicants should review the entire job posting, and then apply online at [County of Bruce](#), following the outlined process. Deadline for applications is 12:00 midnight on Tuesday October 20, 2020.

[Chief, Paramedics - Northumberland County](#). Position Status: Permanent, full-time. We invite you to submit your application by 4:30pm on Tuesday, October 20th, 2020 to: Human Resources, County of Northumberland, 555 Courthouse Road, Cobourg, ON K9A 5J6. Email: hr@northumberlandcounty.ca; Fax: 905.372.3046.

[Urbaniste / Planner - Municipalité de Casselman / Municipality of Casselman](#). Position status: Full-Time. Reports to: Chief Administrative Officer. The complete job description is available on demand. Please submit your application in writing to the attention of the human resources at: Municipality of Casselman, P.O. Box 710, 751 St-Jean Street, Casselman, ON K0A 1M0. Fax: 613.764.5709; EMAIL: RH-HR@casselman.ca

[Manager, Project Portfolio Services - Region of Halton](#). Department: Strategic Transformation Group. Reports to: Director of Business Planning & Corporate Initiatives. Position Status: Full Time, Permanent. Posting Number: STG-360-20. Apply online at [Halton Job Postings](#).

[Chief Administrative Officer - City of Windsor](#). Due to the retirement of the incumbent, the City of Windsor is seeking a new Chief Administrative Officer (CAO) to provide strategic and inclusive leadership during a period of change and growth. To apply for this position, please submit your application and related materials to



October 9, 2020

AMO Policy Update – Modified Stage 2 Restrictions for High-Risk Areas, Caution for Rest of Province, and Support for Small Businesses

New Temporary COVID Public Health Measures in High-Risk Areas

Today the Province announced it is implementing new modified Stage 2 restrictions for the City of Toronto, the Region of Peel, and the City of Ottawa as a result of the rapid rise in COVID-19 cases in those areas. These restrictions will take effect at 12:01am on Saturday, October 10th and last for a minimum of 28 days.

For the next month, the Province will implement temporary and targeted measures that include, but are not limited to, a combination of:

- reducing capacity limits on indoor sporting games and capping events to 10 people;
- prohibiting indoor dining in restaurants and bars, and personal care services where face coverings must be removed for the service; and
- closing businesses where it is difficult to adhere to public health measures, including indoor gyms and fitness centres, cinemas and casinos, among others.

Schools, child care centres, and places of worship will remain open in these communities and must continue to follow the public health measures in effect. The complete list of what is opened and closed can be found here.

The Ontario government has also extended orders currently in force under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) to October 22, 2020. Orders in effect under the ROA will allow the government to maintain the flexibility it needs to address the ongoing and emerging risks as well as the effects of the COVID-19 pandemic.

Caution for Rest of Province

In addition to the measures being implemented in these regions, Ontarians in all regions are urged to:

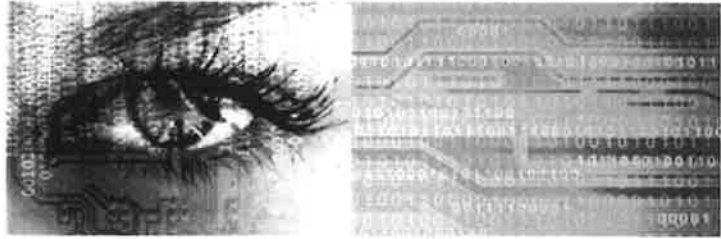
- limit trips outside of home, except for essential purposes only such as work where it is not possible to work from home, school, grocery shopping, medical appointments, and outdoor healthy physical activity ; in addition, travel to other regions in the province, especially from higher transmission to lower transmission areas, should only be for essential purposes;
- practice physical distancing of at least two metres with those outside your household;
- wear a face covering when physical distancing is a challenge or where it is mandatory to do so; and
- wash your hands frequently and thoroughly; and follow gathering limits and rules.

Funding for Small Businesses

To assist small businesses, Ontario will make \$300 million available to assist significantly affected businesses with fixed costs, including property taxes, hydro, and natural gas. Support will be provided by the Province and will be made available in any region where these measures are necessary. More details will be released in next few days.

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

AMO watchfile



October 15, 2020

In This Issue

- Seeking expressions of interest for 2 municipal staff vacancies on AMO Board.
- Ontario Great Lakes Local Action Fund - Funding proposals due November 6.
- Ontario Cannabis Store survey on social responsibility.
- ROMA 2021 Virtual Conference registration open.
- Municipal Cyber Security 101 forum: What You Need to Know.
- Municipal Group Buying Program - New office supplies contract.
- Investments 101 Training now available.
- LAS Energy Planning Tool - Completely new and improved!
- Conservation Authorities and development process roles.
- Careers with Montague Township, Essex County and Greater Sudbury.

AMO Matters

There are 2 vacancies on the AMO Board: staff positions on Rural and Large Urban Caucuses. Details about qualifications & appointment process are [here](#). Deadline, including Council resolution, is November 30.

Provincial Matters

Ontario is inviting applications through the \$1.67 million [Great Lakes Local Action Fund](#) for clean up and other local shoreline and coastal restoration projects. Municipalities, community groups, small businesses and indigenous communities can apply for \$50,000 grants to fund these projects. Go to [Transfer Payments Ontario](#) to apply. Interested groups may also [register for a webinar](#) for more information.

The Ontario Cannabis Store is [conducting a survey](#) on social responsibility that will inform their proposed three-year strategy. Survey will determine what environmental, social, and governance topics are most important to municipal governments. For more information, please contact [OCS](#).

Eye on Events

[Registration](#) is now open for [ROMA: Connecting Rural Ontario](#), January 25-26, 2021. Do not miss this opportunity to connect with colleagues and the province, and learn from experts on important and timely rural issues.

AMO and the Municipal Information Systems Association of Ontario (MISA-ON) are co-hosting a free Municipal Cyber Security 101 forum. [Join us on October 22](#), 10 am - 1.30 pm (EDT) and learn cyber security basics, how to implement the right training, and hear from experts about how strengthening cyber security should be the default

setting of your municipality.

LAS

Staples Business Advantage has been awarded the new contract for office supplies under the Municipal Group Buying Program. This provides Ontario's municipalities even greater discounts on toner, paper, and other office essentials. Contact your LAS regional rep for more information.

The Energy Planning Tool is one of our most popular programs, allowing municipalities to manage and report their energy use quickly and easily. Over the summer we've rebuilt EPT from the ground up, adding new features to make the software easier to use and increase functionality. Join us for a webinar on October 28 for the big reveal!

ONE Investment

Online Investments 101 Training is available now. To register click here. Learn about fundamentals of investing under the Legal List and Prudent Investor Standard.

Municipal Wire*

If you have ever wondered about the role of conservation authorities vs municipal staff in the planning process, this Guideline for Conservation Authority Pre-Consultation offers a great explanation. While designed for CA staff, it is helpful for everyone involved in the development process.

Careers

Clerk Administrator - Township of Montague. Position status: Maternity Leave Coverage (12 month contract). A full job description can be seen at the Township of Montague. Please forward your resume, along with a covering letter, by fax, mail, or email to the following by noon on October 30, 2020: The Township of Montague, ATTN: Jasmin Ralph, Clerk Administrator, 6547 Rogers Stevens Drive, PO Box 755, Smiths Falls, ON K7A 4W6. Fax: 613.283.3112; Email: jralph@township.montague.on.ca.

Manager, Transportation Planning & Development - County of Essex. Job Posting Number: 37-20. The Manager is a leading member of the Infrastructure Services department. Qualified applicants are invited to apply online through the Current Job Postings section of our website at County of Essex Recruit Right, no later than November 5, 2020.

Director of Communications & Community Engagement - City of Greater Sudbury. To learn more about this opportunity, please visit Greater Sudbury Current Opportunities. Qualified candidates should submit their résumé in confidence by Monday, November 9, 2020 at 4:30 p.m. by email to hrjobs@greatersudbury.ca or fax number 705.688.3979. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number EX20-489 on your resume.

ROMA:

Connecting Rural Ontario

The ROMA Board is pleased to launch its 2021 virtual conference:

Connecting Rural Ontario, January 25th -26th

Connecting with each other and the province has never been more important. The 2021 virtual ROMA Annual Conference is an opportunity to connect with colleagues and the province and learn from experts on important rural issues. As in previous years the 2021 Conference will feature Minister's Forums, provincial delegation meetings, networking opportunities and much more.

ROMA is pleased to announce Chantal Hébert, national affairs writer for the *Toronto Star*, guest for the magazine *L'Actualité* and a regular commentator on CBC's *The National's* weekly At Issue panel, as the conference opening keynote Ms. Hebert will examine current, critical policy issues within the national context.

Register today - early bird registration rates will remain in effect until December 31, 2020.

For Conference and registration details, please visit: <http://www.roma.on.ca/Events/2021ROMAConference.aspx>

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD



420 Creek Street, Wallaceburg, ON N8A 4C4
Tel: 519-627-6762 Fax: 519-627-8230
www.st-clair.net

October 6, 2020

3236 River Street
P.O. Box 28
Alvinston, ON N0N 1A0

Dear Janet Denkers

The Ontario Ministry of Education requires all school boards to invite specified community partners to an annual Community Planning and Partnership Meeting. The purpose of this meeting is for community partners to learn about school boards' multi-year capital planning projections.

The St. Clair Catholic District School Board will present its Capital Plan Update to the Board of Trustees at our Regular Board Meeting at **7:00 p.m. on Tuesday, October 27, 2020. This Board Meeting is being held in the Ursuline Boardroom at the Catholic Education Centre, 420 Creek Street, Wallaceburg.**

There will also be an audio live-stream with closed captioning, for anyone unable to attend in person. Those attending in person at the Catholic Education Centre will be required to pre-register and to wear a mask. For more information visit the Board website at: <http://www.st-clair.net/board-meetings.aspx>

This is your opportunity to learn the details of the Board's capital plan update for 2020 and into the future, as it is presented to the Board of Trustees. Please note that Ms. Amy Janssens and her staff will be available in the days following the meeting to address any questions you may have.

In addition, if you have information which you believe may be relevant to the capital plan update (i.e., local population projections, growth trends, community needs, etc.) we would welcome your submissions on or before Tuesday, October 20, 2020. Please forward your submissions by Canada Post to:

Ms. Amy Janssens
Associate Director – Corporate Services & Treasurer
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, ON N8A 4C4

or by email to amy.janssens@st-clair.net

If you wish to have a copy of the Capital Plan Report and the Regular Board Meeting agenda, please contact Nancy Bechard, my Executive Assistant at nancy.bechard@st-clair.net

Sincerely,

Deb Crawford
Director of Education

LAMBTON GROUP POLICE SERVICES B/C**Comparison of Policing Contract 2020 vs 2021
Based on OPP information package dated September 28, 2020**

<u>Municipality</u>	<u>Municipal Share (Mthly)</u>	<u>2020 Annual</u>	<u>2021 Annual</u>	<u>Difference</u>	
				<u>\$</u>	<u>%</u>
Brooke Alvinston	33,988.92	407,867	396,882	-10,985	-2.69
Dawn-Euphemia	27,594.42	331,133	341,684	10,551	3.19
Enniskillen	34,115.00	409,380	405,539	-3,841	-0.94
Lambton Shores	218,237.33	2,618,848	2,627,629	8,781	0.34
Oil Springs	7,867.08	94,405	90,576	-3,829	-4.06
Petrolia	86,483.67	1,037,804	1,038,579	775	0.07
Plympton Wyoming	91,786.92	1,101,443	1,130,843	29,400	2.67
St. Clair	179,622.83	2,155,474	2,214,728	59,254	2.75
Warwick	49,937.92	599,255	597,655	-1,600	-0.27
Sub-Total	729,634.08	8,755,609	8,844,115	88,506	1.01
Difference	-0.08	-2	1		
Total	<u>729,634.00</u>	<u>8,755,607</u>	<u>8,844,116</u>		

LAMBTON GROUP POLICE SERVICES BOARD

**Recovery of 2021 Policing Contract along with the 2019 Yearend Reconciliation
Based on OPP information package dated September 28, 2020**

Municipality	2021 Annual	2019 Reconciliation				Actual per OPP \$	Difference	Total	
		Mthly Billed x 12	OPP Adj for 2019 Billing	Revised Billed Amt	OPP Billed Amount \$			2021 Monthly Amount \$	
Brooke Alvinston	396,882	405,580	0	405,580	407,599	2,019	398,901	33,241.75	
Dawn-Euphemia	341,684	312,601	0	312,601	319,783	7,182	348,866	29,072.17	
Enniskillen	405,539	404,433	0	404,433	422,837	18,404	423,943	35,328.58	
Lambton Shores	2,627,629	2,629,954	0	2,629,954	2,692,549	62,595	2,690,224	224,185.33	
Oil Springs	90,576	102,080	0	102,080	100,102	-1,978	88,598	7,383.17	
Petrolia	1,038,579	1,024,619	0	1,024,619	1,041,925	17,306	1,055,885	87,990.42	
Plympton Wyoming	1,130,843	1,106,287	0	1,106,287	1,123,467	17,180	1,148,023	95,668.58	
St. Clair	2,214,728	2,128,289	0	2,128,289	2,179,834	51,545	2,266,273	188,856.08	
Warwick	597,655	588,585	0	588,585	591,948	3,363	601,018	50,084.83	
Sub-Total	8,844,115	8,702,428	0	8,702,428	8,880,044	177,616	9,021,731	751,810.92	
Difference	1					-2	-1	-0.58	
Total	8,844,116					177,614	9,021,730	751,810.34	

NOTES

Board of Directors Meeting Highlights
Held on October 15, 2020 at 8:30 AM
as a Virtual Meeting



2021 Budget

For the last three years we have had to adapt our operations to succeed in a Post-China world as they removed themselves from the commodity market. Their doors will finally close in 2021. During that time the US exchange rate has doubled our capital costs. The labour market continues to be difficult as the population ages and the younger workforce is not interested in careers in our industry. As we conquered each challenge, the world delivered us COVID-19 just to keep things interesting.

In 2020, the per share cost will rise to \$64.40 which represents 1% increase on recycling fees. Waste automated rates are based on the CPI rate estimated at 0.4% based on the June rates as published by Statistic Canada. The actual increase will be based on September data published later this month. Commodity revenue for 2020 is based on current tonnages and the current prices. Grants are based on what was projected for this year's but since the budget was approved in principle, we have learned that we will actually receive \$131,000 less as a result of a new model introduced by RPRA. The bottom line will have to reflect this latest twist.

	2020 Budget	2020 Projection	2021 Budget	\$ Diff.	%
Sales					
Commodity Revenue	1,306,000	1,427,000	1,475,000	48,000	3.4%
Grants	2,621,000	2,648,000	2,648,000	0	0.0%
Municipal Levy	4,338,000	4,349,000	4,601,000	252,000	5.8%
Co-Collection Revenue	3,635,000	3,629,000	3,719,000	90,000	2.5%
Containerized Services	1,454,000	1,493,000	1,500,000	7,000	0.5%
Other	821,000	1,103,000	837,000	-266,000	-24.1%
Total Sales	14,175,000	14,649,000	14,780,000	131,000	0.9%
Total Cost of Goods Sold	2,004,000	1,872,000	1,795,000	-77,000	-4.1%
Gross Profit	12,171,000	12,777,000	12,985,000	208,000	1.6%
Operating Expenses					
<i>Total Administration Expenses</i>	955,000	1,026,000	1,053,000	27,000	2.6%
<i>Total Collection Expenses</i>	6,114,000	5,993,000	6,484,000	491,000	8.2%
<i>Total Processing Expenses</i>	2,460,000	2,582,000	2,468,000	86,000	3.3%
Total Operating Expenses	9,529,000	9,601,000	10,205,000	604,000	6.3%
Operating Income	2,642,000	3,176,000	2,780,000	-396,000	-12.5%
Total Nonoperating Expense	2,613,000	2,591,480	2,577,000	-14,480	-0.6%
Net Change in Cash Position	29,000	584,520	203,000	-381,520	-65.3%
Share Charge	\$63.75	\$63.75	\$64.40	\$0.65	1.02%

Ontario Makes COVID-19 Workplace Screening Mandatory

Since the reopening process began, regulatory authorities across Canada have made it clear that employers may implement screening measures to prevent COVID-19 infections in the workplace. Some agencies have even recommended screening as a health and safety measure. On September 26, Ontario became the first province to require workplace screening.

Waste and Recycling Industry Placed on COVID-19 Priority List

The National Academies of Sciences, Engineering, and Medicine's (NAS) committee included the waste and recycling industry in its list of recommended industries to receive the COVID-19 vaccine in Phase 2 along with other industries identified as critical workers. NWRA was the only trade association representing the waste and recycling industry to submit comments.

RPRA's Consultation on the Proposed Blue Box Program Transition Plan

Stewardship Ontario held consultation sessions throughout the spring and summer on the proposed Blue Box Program Transition Plan.

After approval from the Board of Directors, Stewardship Ontario submitted its proposed Transition Plan to the Resource Productivity and Recovery Authority (RPRA).

RPRA has posted the Transition Plan and its consultation schedule which started this week, with feedback due by November 10.

The Minister anticipates RPRA will approve the plan no later than December 31, 2020.

RPRA Consultation on Blue Box Program Wind-up and Transition to IPR now underway

The Resource Productivity & Recovery Authority (RPRA) has begun consultations on Stewardship Ontario's (SO) proposed plan to wind-up the Blue Box Program and transition it to the new Individual Producer Responsibility (IPR) framework.

During the week of October 13 to 16, RPRA is hosting five consultation webinars, each focused on a key element of the wind-up plan and process.

Session 1: Consultation, program and transition overview

Session 2: Supporting competition while maintain data security

Session 3: Maintaining program performance and municipal funding

Session 4: Financials and steward operations

Session 5: Winding up the CIF

In the following week, October 19 to 23, RPRA will be hosting four smaller group discussions. This is an opportunity to engage in a more open discussion about the proposed wind-up plan with a smaller, stakeholder-specific group:

- Stewards
- Municipalities, waste management industry
- First Nation communities, northern/rural communities
- NGOs and the general public

Ontario Proposes to Further Reduce Landfill Food Waste - Public Input Wanted

The Ontario government is seeking public input on its proposal to reduce the amount of food and organic waste going to landfills. Proposed amendments to the Food and Organic Waste Policy Statement would clarify and expand the types of materials that should be collected by municipalities in green bins and encourage innovation in the processing of compostable products.

"Consumers and businesses want to cut down on the amount of waste they create by composting food and other organic materials, but with programs and services varying from community to community, there is a lot of inconsistency and confusion about how to do this," said Jeff Yurek, Minister of the Environment, Conservation and Parks. "Our proposal provides greater clarity and encourages innovative compostable products and packaging, so we can help businesses and the public make better decisions about packaging and food waste in order to keep it out of our landfills."

The Food and Organic Waste Policy Statement provides direction to municipalities, industrial and commercial businesses, and institutions on reducing and diverting food and organic waste.

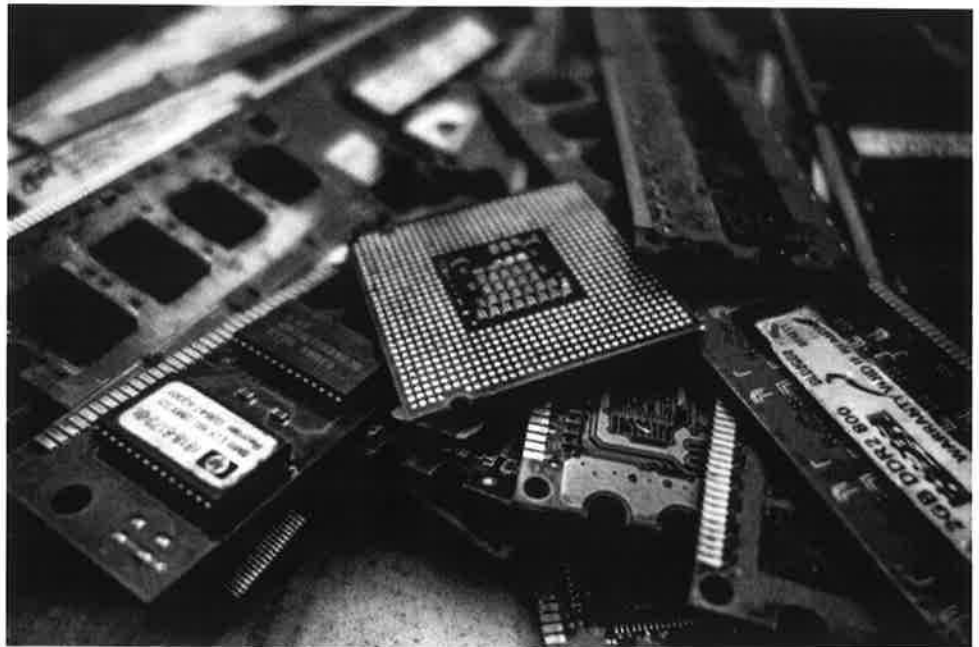
Proposed changes to the policy statement would:

- Clarify and expand the types of materials that may be collected in municipal green bins and other collection systems, including certain compostable products and packaging such as certified compostable coffee pods.
- Support consumers and businesses in making better decisions about packaging and food waste and spur innovation in the management and processing of compostable products, for example, through technology updates, research, and piloting.
- Reduce waste from going to landfill.

EEE Regulation

The Ministry of Environment, Conservation and Parks has posted the final Electrical and Electronic Equipment Regulation. The existing program with Ontario Electronic Stewardship (OES) will end on December 31, 2020.

They hosted a webinar on Thursday October 15, 2020 from 11:30 am – 1:00 pm on the implications of the new Regulation and what it will mean for municipalities. Similar to previous webinars they've held on used tires and batteries, they had presentations/updates from RPRA and interested/available producer responsibility organizations.



Domestic Markets More Critical For Recovered Paper, Plastics

China's scrap import regulations have made domestic markets for recovered paper and plastic more important in recent years, and more capacity is coming online to consume this material.



The way exports of OCC flow out of North America have shifted considerably in the last four years. In 2016, about 3 out of every 4 tons of exported OCC would be shipped to China. In 2019, only 4 out of every 10 tons of exported OCC were shipped to China. Next year, that number likely will be zero, and about 4 to 5 million tons of North American OCC that were exported to China this year will need to find new homes.

Even though China's consumption of U.S.-based OCC is going down, other Asian countries are stepping up to consume those tons. India, Indonesia, South Korea, Malaysia, Taiwan, Thailand and Vietnam have added about 5.5 million metric tons of containerboard capacity in recent years to supply China's containerboard needs.

The overall demand for packaging and tissue papers is growing, but printing and writing paper demand has gone down substantially in the last decade.

- Newsprint demand declined 47 percent between 2010 and 2019.
- Printing and writing paper demand declined 21 percent between 2010 and 2019.
- Containerboard demand increased by 17 percent between 2010 and 2019.
- Boxboard demand increased 5 percent between 2010 and 2019.
- Tissue demand increased 34 percent between 2010 and 2019.

Much of the containerboard and boxboard demand growth has been driven by packaging and hygiene products. The global paper industry is being fed by about 60 percent recycled fiber.

E-commerce has benefited from the pandemic, which has increased demand for corrugated boxes. Despite this growth, residential recovery of old corrugated containers (OCC) has been unable to make up for the reduction in commercial and institutional recovery during the pandemic.

Commercial OCC recovery is nearly 90 percent, while residential recovery is approximately 40 percent. Even as commercial recovery comes back after the pandemic, the OCC supply likely will tighten because residential collection of this material is weak by comparison.

The reduction in commercial generation coupled with increased demand from the e-commerce sector helped to drive up OCC prices in the spring. Pricing cooled off in July and August and is “going sideways” as of mid-September.

Significant new domestic capacity is coming online in the next five years to consume OCC and mixed paper. Projects have been announced that will consume an additional 1.2 million tons of OCC and mixed paper combined this year, 1.9 million tons in 2021, 0.3 million tons in 2022 and 0.6 million tons in 2023. Of these 13 projects, three are speculative and may not materialize.

Much of that new capacity will be coming online in the Pacific Northwest, with the rest being fairly well distributed throughout the U.S., with the Southwest being an exception.

Exports of recovered fiber declined 24 percent in the first half of 2020 compared with the same period in 2019. However, domestic demand increased by 6 percent.

Old newspapers (ONP) generation in the U.S. has been declining since 2005, as has ONP demand. We expect newsprint demand to decline nearly 18 percent this year compared with last year, adding that ONP largely has become an export grade.

While Pratt Industries, Green Bay Packaging, Cascades and Bio Pappel are among the companies that have announced their intentions to use more mixed paper in their recovered fiber furnish, the material remains chronically oversupplied in the U.S.. However, when OCC prices are up, mills tend to seek more mixed paper, and material recovery facilities (MRFs) are producing cleaner mixed paper than they have in the past. The higher percentage of OCC in mixed paper also makes it more attractive to the mills.

India has helped to pick up some of the slack in mixed paper buying created by China's exit, having tripled the volume of this material that it purchased in 2018 and 2019.

With China's outright ban on recovered fiber imports looming in 2021, Nine Dragons has announced plans to produce recovered fiber (RCF) pulp in the U.S. for shipment to its board mills in China. RCF pulp did not exist before 2017.

The pandemic has helped to highlight recycling's role as part of the manufacturing industry. Recycling is essential to the manufacturing base.

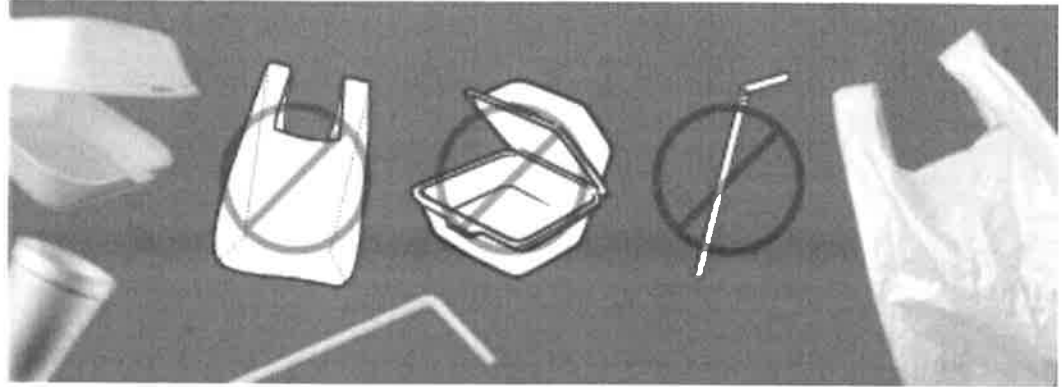
Demand for natural HDPE bales has increased during the pandemic. Mixed color HDPE, however, is sold into the automotive sector, which was affected by the pause in manufacturing. That activity resumed earlier in the summer and that demand is expected to be back to where it was prelockdown.

Richmond's Single-Use Plastics Ban

The Ministry of Environment and Climate Change Strategy has approved the City's Single-Use Plastic and Other Items Bylaw No. 10000 to ban:

- plastic checkout bags;
- plastic straws; and
- foam food service ware for prepared food (such as foam plates, clamshell containers, bowls and cups).

Due to impacts from the COVID-19 pandemic, the City does not yet have an adoption date for Bylaw 10000. Depending on what happens with the pandemic, the City will assess the timing for adopting and implementing the Bylaw.



We all know it's better to avoid single-use items -- it's the right thing to do for our community and the environment. Bylaw 10000 remains a priority for the City; however, to be successful, we need businesses to join with us and move forward with commitment and support. Delaying implementation during this unusual and challenging time will strengthen our ability to make that happen and give business more opportunity to evaluate the alternatives that will work best for them.

Why we need to reduce single-use plastic and other items

Here's what we all know...

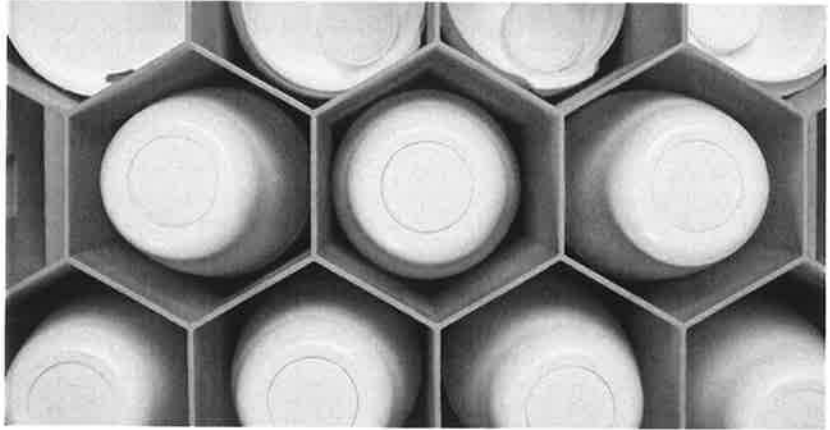
- Single-use items create unnecessary waste because they are barely used once before being tossed out.
- These items are lightweight in nature, which can result in them being blown into public spaces, as well as polluting oceans, lakes, rivers and streams.
- Huge amounts of plastic are used annually - 3.84 million tonnes each year in Canada alone, with only 9% actually collected for recycling.
- There are better alternatives – some are compostable or recyclable, others can be re-used multiple times.

Use...	Rather than...
✓ paper or reusable straws (or don't use a straw)	✗ plastic straws
✓ paper or reusable bags	✗ plastic checkout bags
✓ reusable cups	✗ foam cups

NextGen Cup Challenge: Testing Of Zero-Waste Cups Begins In California

Independent cafes in California's environmentally progressive Bay Area are participating in a pilot program that could eventually lead to a recyclable or compostable cup solution for national chains such as McDonald's and Starbucks.

Testing of "smart" reusable cups begins this week at local coffee shops in Palo Alto and San Francisco, Calif. The experiments are the first live or "real world" retail testing of cup solutions under the NextGen Cup Challenge, a global competition between 12 incubators working to develop a zero waste cup solution at scale.



Closed Loop Partners manages the NextGen project, which launched in 2018 with large pledges from founding partners Starbucks and McDonald's. Other partners include The Coca-Cola Company, Yum Brands, Nestlé and Wendy's.

Consumers will use drop off sites to return reusable cups.

The pilot programs mark a significant step in the project, which initially sought submissions from companies developing a fully compostable solution for hot and cold beverages cups. However, along the way, project managers discovered that a handful of startups were making strides with "smart" refill and reuse cups.

Customers will be served coffee in a "smart" reusable cup, which is embedded with a tracking device. Once done with their coffee, customers can return the cup to participating cafes, or other designated drop off points such as the City of Palo Alto.

The [NextGen] company will come and collect the cups and sanitize them and re-deploy them.

While many restaurants and coffee concepts such as Starbucks have reusable cup programs, this solution is different because it removes the burden from the consumer. They don't have to buy the cup or remember to take it with them all the time.

Roughly 600 billion paper and plastic cups are distributed worldwide, by some estimates. Of those, McDonald's projects its distribution to represent about 3%. Starbucks cups account for an estimated 1% of that total.



A Singular Solution

Gerber has released the first single-material, recyclable baby food pouch.

In May, Gerber replaced its multilayer baby food pouch with a single-material pouch that is designed to be easy to recycle.

Nestlé subsidiary Gerber launched its first baby food pouch in 2011 using a multimaterial structure made from polyethylene terephthalate (PET), aluminum foil and polyethylene (PE), which has become the industry standard, according to the company.

The company began the transition to a nonfoil, multilaminate structure in 2017 to provide transparent and window options so consumers could see the product inside the pouch.

All elements of the stand-up pouches, cap and spout included, are made from the same material, polypropylene (PP), which is one of the most common and versatile forms of plastic.

The pouch offers a high oxygen and water-vapor barrier for shelf-stable products that undergo hot-filling and pasteurization, such as baby food, as well as for less demanding cold-filled or dairy applications, the manufacturer says.

The single-material IncrediPouch, as Gerber has dubbed it, is the latest initiative in the company's journey to make its packaging recyclable or reusable by 2025.

Gerber chose to launch this product exclusively on its e-commerce website before rolling it out to brick-and-mortar retailers because TheGerberStore.com proved the quickest way to get the product to market and also gave it the opportunity to gain market experience before hitting stores, Hilbert says.

When designing the IncrediPouch, "food safety, sustainability and performance were our top priorities, with a focus on recyclability, ease-of-use, shelf life and durability," she says. To address these considerations, Gerber identified new filling parameters and barrier solutions to ensure the quality and performance of its pouch.

The pouch is 100 percent recyclable through a national recycling program Gerber launched with TerraCycle, Trenton, New Jersey. To ensure consumers are aware of the pouch's recyclability, the TerraCycle logo with instructions to "Recycle Through TerraCycle" are featured on the pouch.

Gerber launched its national recycling program with TerraCycle in October 2019 to ensure consumers have a free and easy way to recycle Gerber packaging that is not recyclable in curbside programs. Consumers sign up for the program online and ship their empty pouches as well as their rigid plastic packaging, shrink labels, plastic lids and small and large Gerber baby clothing hangers to TerraCycle for recycling, earning points they can redeem for a donation to schools or organizations of their choice.

TerraCycle and MRFF are working to find markets to consume the recovered pouches, such as roofing and composite lumber products.

Gerber says it plans to expand its product offerings in the monomaterial pouch by the end of the year. The company says the initial launch allowed it to gain experience in the market before expanding.



HolyGrail 2.0: Major Brands Sign Up To Explore Digital Watermarks To Improve Packaging Recycling

More than 80 major European brands, including P&G, PepsiCo and Mondi will collaborate to explore the feasibility of using "digital watermarks" to improve the sorting of recyclable packaging across the European Union (EU), as part of the HolyGrail 2.0 project spearheaded by the Ellen MacArthur Foundation.



What you see vs what the scanner sees

AIM, the European Brands Association, has gathered more than 85 companies to join the HolyGrail 2.0 project

In 2016, P&G's sustainable packaging expert Gian deBelder helped develop and spearhead the HolyGrail collaboration in Europe, as part of the Ellen MacArthur Foundation's New Plastics Economy.

The HolyGrail project, which aims to place digital watermarks on packaging, so they can be identified by a range of key stakeholders, won edie's Circular Economy Innovation of the Year Award for 2020.

In developing the project, more than 30 companies across the plastics packaging value chain, including manufacturers, waste managers and academics, worked together for more than a year to prove the sorting concept.

It aims to use "digital watermarks" the size of postage stamps on consumer goods package that can be detected and decoded by a standard high-resolution camera on the sorting lines when in a waste sorting facility. Once identified, the facility is able to sort packaging into different streams. It is hoped this will deliver more accurate sorting streams, which in turn would create a larger market for higher-quality recyclates.

The project had secured the backing of more than 50 organisations to launch HolyGrail 2.0 – the second phase of the project, bringing it to the mass market for the first time.

Now, AIM, the European Brands Association, has gathered more than 85 companies to join the HolyGrail 2.0 project to drive better sorting, and therefore recyclability of packaging across the EU.

The businesses involved in the project will explore the viability of a mass-market rollout of digital watermarks, which can also detail information on the manufacturer and brands associated with the packaging. The watermarks could also be used to drive consumer engagement and deliver more transparency on supply chain sustainability and retail operations.

According to the Ellen MacArthur Foundation (EMF), just 14% of global plastic packaging ends up in recycling infrastructure, while 40% ends up in landfill and a third in ecosystems such as the oceans. By 2050, it is estimated there will be more plastic by weight than fish in the world's oceans.

As such, businesses are continuing to prioritise the circular economy. Just this week, the likes of Nestle, Co-op, Asda and Aldi have unveiled new commitments to phase-out single-use plastics.

Republic Services Takes Delivery Of First Electric Refuse Truck

The keys were handed over during a virtual ceremony and press conference Oct. 6 at Mack Trucks headquarters in Greensboro, N.C. The truck will be put into service on a residential route in Hickory, N.C., while Mack evaluates its performance before a commercial rollout in 2021.

The truck comes with two electric motors producing 536 peak hp and 4,051 lb.-ft. of torque. It's powered by four lithium-ion batteries, which can be charged in about 90 minutes. The body, a Heil Command ST automated side loader has been optimized for electric trucks, Mack revealed. It's a lightweight body that maximizes hauling capacity and only draws power when needed, helping to extend battery life. The ASL arm is body-mounted to free up frame rail space for batteries and other auxiliary components.

The waste segment represents about 7,000 trucks a year, with 55% being cabovers like the LR. Republic Services operate a fleet of more than 16,000 trucks and performs about five million pickups every day.

The Mack LR Electric will produce zero tailpipe emissions and will reduce noise. Those who wait till they hear the garbage truck approaching before rushing their trash out to the curb may have to begin planning ahead.

The LR Electric builds on an existing model that already featured excellent ergonomics, visibility and interior space. Electric Mack Trucks feature a copper bulldog on the hood. The LR Electric Republic Services is taking features four batteries, two mounted behind the cab and the others on the chassis. They're mounted transversely to create room on the passenger side for the side loader.

A modular power box sits where the diesel engine would normally be. It also houses the central charging unit, the electronic control units, fuse panels, thermal management system and junction box. The entire vehicle outweighs a diesel-powered Mack LR, but the company didn't disclose by how much. Fans and other auxiliary equipment are electrified and an e-PTO is mounted on the chassis to drive the hydraulics. The truck can produce up to 536 peak hp or 448 continuous hp.

The LR Electric is monitored by Mack's GuardDog Connect telematics and remote diagnostics platform. Through this, Mack will be able to remotely monitor the truck's performance on its routes.

In addition to saving on fuel, Republic Services expects to see maintenance savings, since brake wear will be reduced and oil changes will no longer be required. In fact, refuse is a perfect application for electrification since the trucks return home each night for charging and the regenerative braking from frequent starts and stops provides steady power to the batteries while on route.

Mack's first LR Electric was deployed earlier this year into the New York City Department of Sanitation fleet.



CNG Trucks Still Used By Many In The Industry, But Electric Vehicles Gaining Ground

Natural gas-powered vehicles have been the industry's preferred form of alternative fuel for years, but while investments continue, 2020 is shaping up to be the year that electric breaks through.

Electric truck companies' pursuit of a zero-emissions future has yet to knock natural gas vehicles out as the waste industry's preferred fuel alternative. But the long view increasingly focuses on electric collection vehicles, even while investment in natural gas continues in the near term.



Beyond corporate sustainability targets, state and local mandates are one factor forcing the issue. In July, 15 states and Washington, D.C., signed a memorandum of understanding to work toward a goal of 100% of medium- and heavy-duty zero-emissions vehicle sales by 2050. Cities such as Los Angeles have been similarly optimistic on the technology.

Nevertheless, many haulers have been reluctant to take the leap. According to NGV America, more than 17,000 refuse and recycling trucks in the United States run on natural gas and about 60% of new collection trucks on order will be powered by the same. Waste Management previously said it anticipated 75% of the company's collection fleet could run on compressed natural gas (CNG) by 2021, and companies like GFL Environmental and Waste Pro foresee future investment too.

Republic Services added 158 new CNG trucks last year, bringing the total number of vehicles running on alternative fuels to more than 20% of the company's fleet. However, during a recent announcement about plans to purchase at least 2,500 new electric vehicles from Nikola – a move seen by some as a clear sign of the industry's future – President Jon Vander Ark said he considers natural gas a “bridge technology” that “doesn’t offer the zero-emission future” electric power promises.

While some haulers are steadfastly sticking with natural gas vehicles, other companies are forging ahead with electric experimentation.

Waste Connections recently ordered two electric chassis from Lion Electric, which will be mounted with fully electric bodies manufactured by Boivin Evolution. The company also purchased a third electric body from Boivin, which is being mounted on a diesel chassis to run as a hybrid. This marks a shift for Waste Connections, which has been running a fleet of around 1,100 CNG vehicles (11% of its fleet), but have been looking for alternatives.



Because electric vehicles have no transmission, they are comfortable to operate. The absence of a transmission contributes to quieter operation and easier maintenance. They drive like a golf cart. There are only 20 parts in the engine versus 2,000 in a diesel engine.

But there are challenges, such as cost.

Diesel is always cheaper, although overall operating costs for electric vehicles typically result in savings. Infrastructure can be another challenge, but many entities are changing their systems to work with electric utilities and provide reliable, economical charging. There's software available that makes sure the vehicle is charged and that all the trucks don't charge at the same time if there are a lot of vehicles are plugged in. You can time it to avoid peak times so it's more affordable.

Going electric with Class 8 trash trucks is a viable business model. The savings are so big on fuel and maintenance. The saving estimates are \$3,000 per month in maintenance for a diesel refuse truck, with an additional \$2,000 per month for fuel costs. You can gain 80% savings on an electric truck over a diesel. It's revolutionary.

In a further sign of this shift, the California Air Resources Board recently instituted the first-ever rule to transition trucks from diesel to electric over the next two decades. The rule takes effect in 2024, and by 2045 every new truck sold in California will be zero-emission.

A large landfill with a gas-to-energy project could fuel 40 natural gas-powered collection trucks, according to the U.S. EPA. In fact, because many landfills have on-site fueling stations – converting biogas into CNG, LNG or electricity – it's not a question of either/or in terms of vehicle types when biogas is the power source.

In contrast, Waste Management focused on CNG trucks for a recently-awarded hauling contract in Seattle that called for more use of alternative fuels. Recology, which also won a contract in the city, opted to pursue its first 100% electric collection trucks instead. The California-based company estimates 50% of its fleet is powered by "renewable or alternative energy sources" and is aiming for 90% by 2022. The first vehicle used in Seattle was a Class 8 collection BYD truck fitted with a New Way Viper mid-compact rear loader body.

The higher initial cost of electric collection vehicles is offset by lower charging costs, especially in a region where much of the electricity comes from renewable hydropower. Thanks to a shared investment with the city and a subsidy from the state of Washington, Recology's out-of-pocket expenses are expected to be about half the cost of a standard collection truck.

Collection will be confined to the hilly downtown area in proximity to the facility to allow them to evaluate changes in battery capacity based on the environment. Expectations of 200 pickups within a 40-mile range are countered with an 8-hour recharge, preventing the trucks from completing long-distance routes.



ISWA Communication Award Winners 2020

Every year ISWA recognises excellent Waste Communication Campaigns that increase public awareness and promote sustainable waste and resource management. They received some fantastic and incredibly creative submissions this year.



1st Place: HSY Waste Escape Room, By Helsinki Region Environmental Services Authority HSY

"We at HSY produce municipal water and waste management services to more than a million residents in the Helsinki Metropolitan Area. Together we will create the most sustainable urban region in the World.

The starting point of our campaign is to stand out and provide an adventure - in order to make waste sorting more attractive and to encourage residents to adopt new waste sorting skills. Based on a survey commissioned by HSY, young 18-30 -year-olds sort waste less than older age groups.

We aimed at creating a new and exciting way to learn about recycling. HSY's strategic goal is to recycle 60 per cent of domestic waste in the Helsinki Metropolitan Area by 2025; this means that there is a need for getting the residents motivated through innovative ways.

As a part of our Thank you for sorting your waste campaign, we created an HSY concept of a Waste Escape Room which uses the classic elements of an escape room. In the Waste Escape Room concept, waste sorting skills are the key to success.

Waste Escape Room has been introduced at a total of 8 events, reached 10 000 residents, aroused huge interest and was broadcasted live on national TV in 2019. The marketing channels included social media, a YouTuber, and events."

Ontarians In The Dark About Tire Recycling

Only a third (37 percent) of Ontarians know that tires are recycled in this province.

Nearly half (49 per cent) of Ontarians do not know whether they're recycled or thrown into landfills, and a surprising 14 per cent of residents – a whopping 1.5 million adults in Ontario– do not believe tires are recycled at all. In reality, tire manufacturers and automakers are responsible for recycling every tire they sell in Ontario, yet only 32 per cent know this is the case.

These are the findings of a recently released survey by eTracks Tire Management Systems.

The good news is 81 per cent agree that purchasing recycled products helps to combat climate change.

Most Ontarians unaware of tire recycling fees

In order to fund the jobs and services in the tire recycling industry, a small fee of approximately \$4 per tire is added to the consumer's cost when purchasing new car tires. This is generally broken out as a separate fee, but can be included in the price of the new tire.

However, more than half of Ontarians (55 percent) do not know there's a fee. Only one in four (25 percent) of Ontario residents are aware of the fee and its purpose, while another 20 percent know of the fee but do not know what it is for.

When asked to choose between a variety of options as reasons for the fee, nearly half (46 percent) said they believe it is a government tax, and 14 percent presume the funds are collected to pay for landfill fees. Regardless, the majority of residents (78 percent) say they're happy to pay a small fee when purchasing tires if it helps the environment.

Knowledge of recycled products is mixed

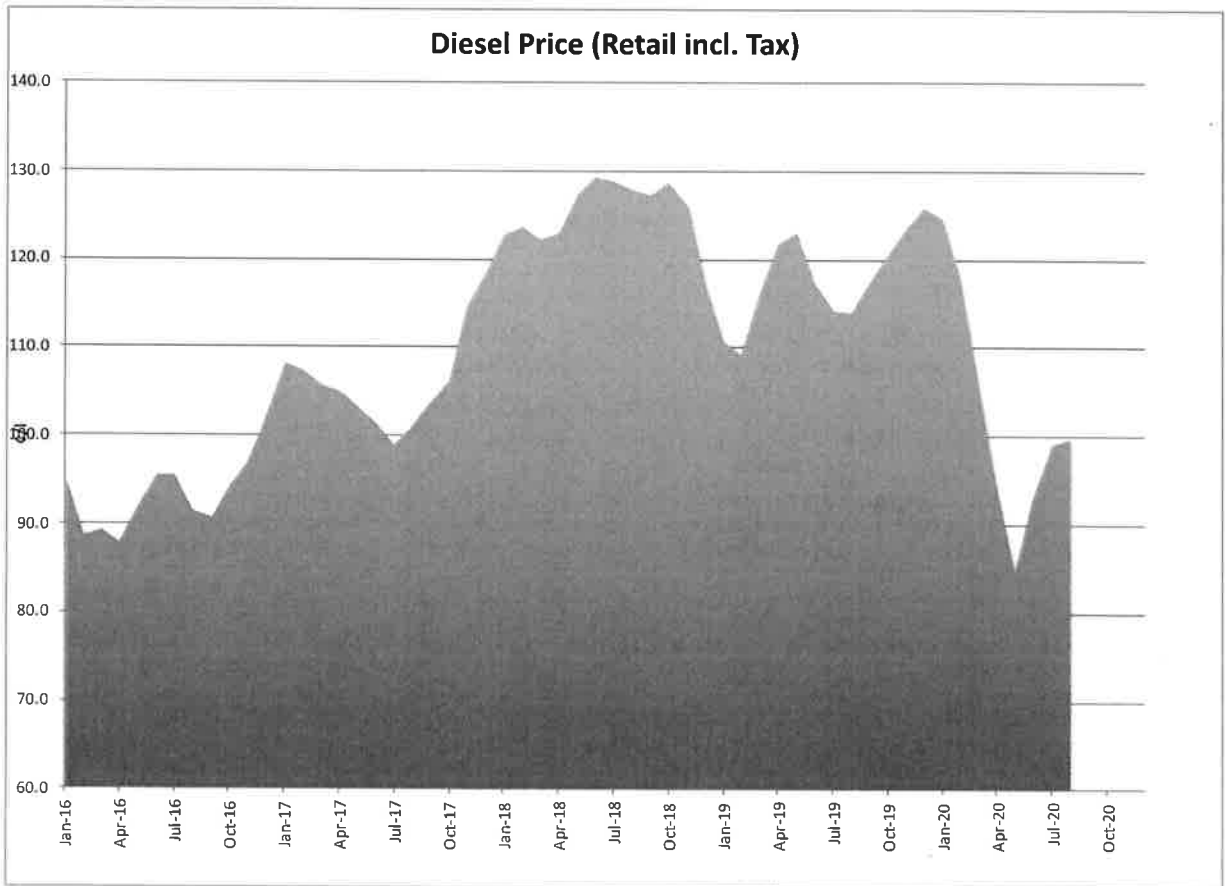
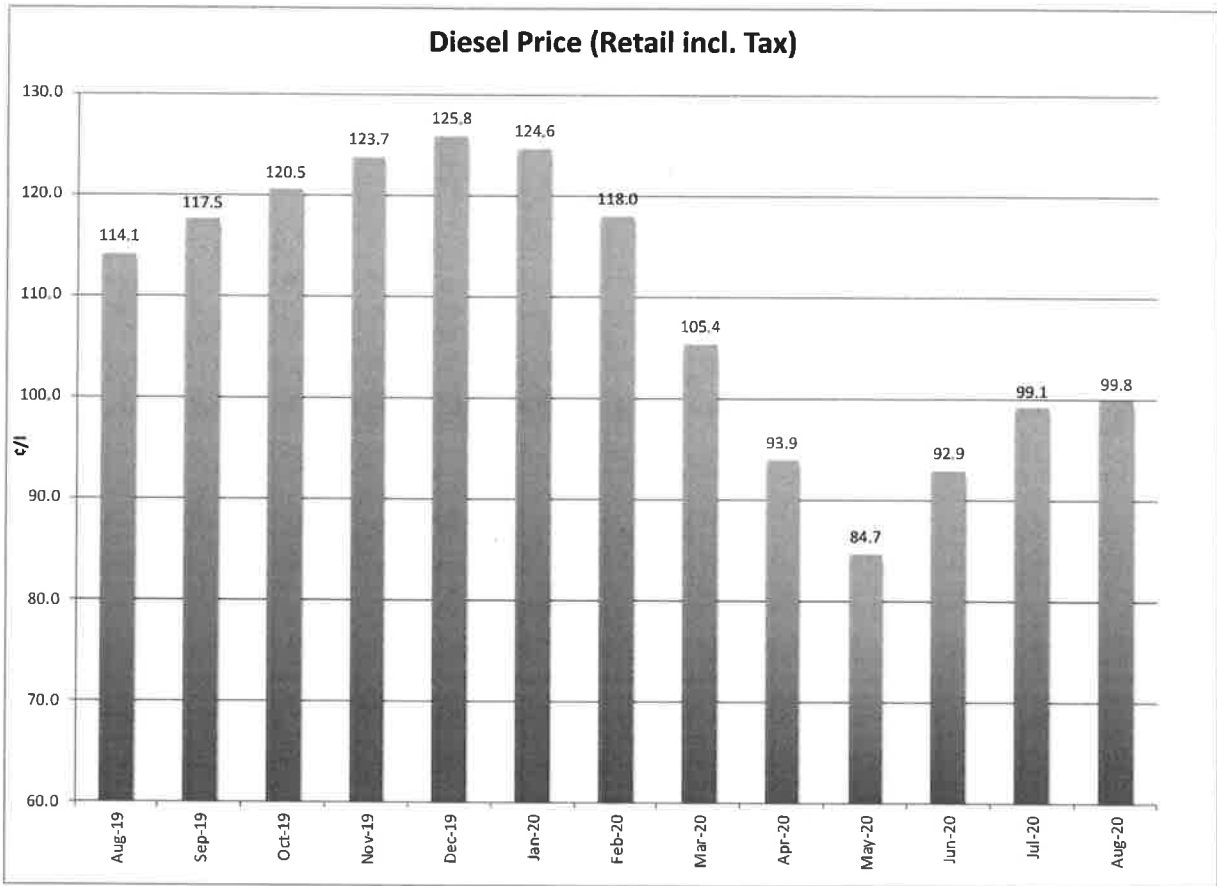
Once tires are recycled, they can be made into a variety of different products for both commercial and consumer use. Although 63 percent know that there are many products made from the scrap rubber collected from tires, their knowledge is mixed when asked what those products could be.

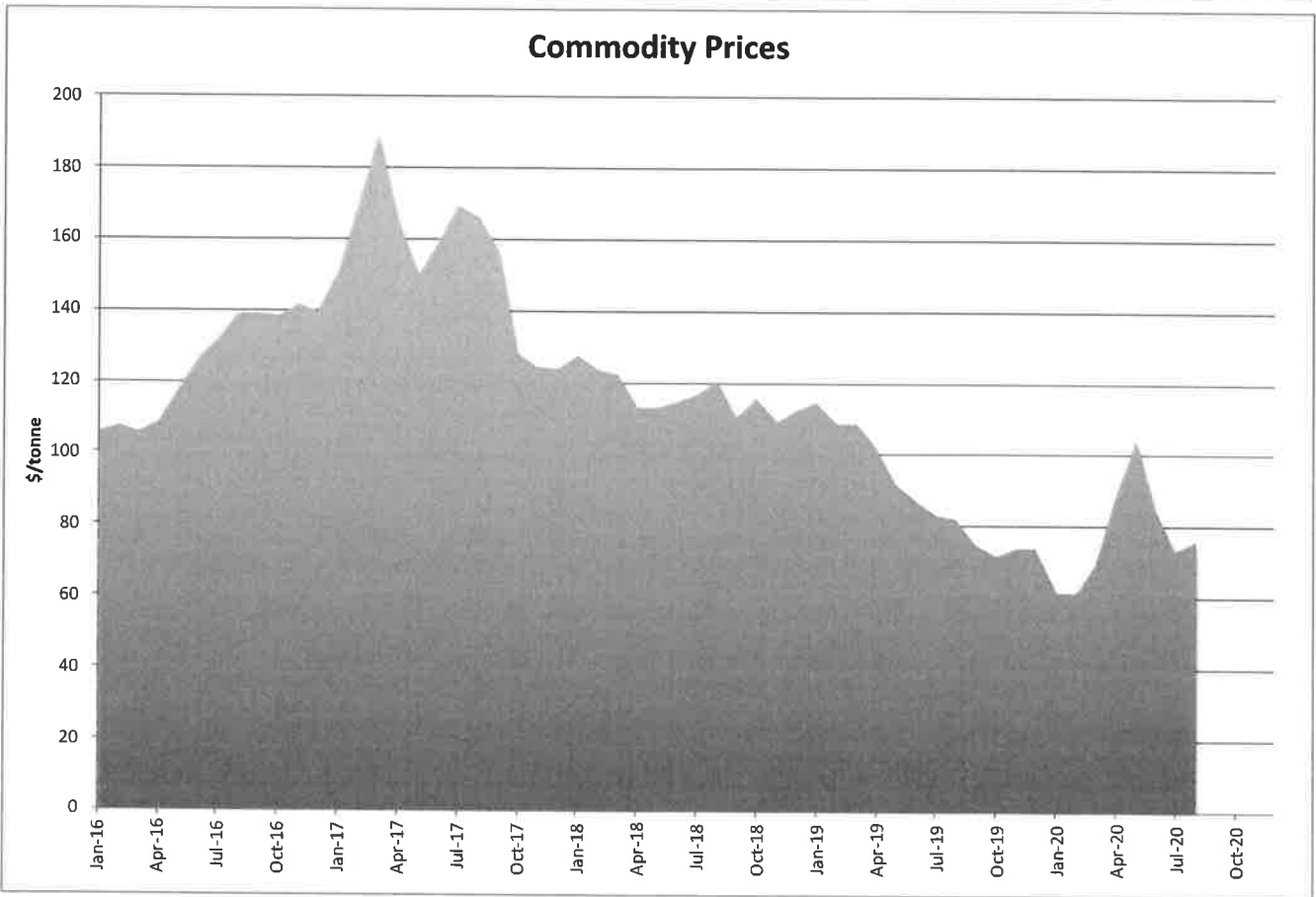
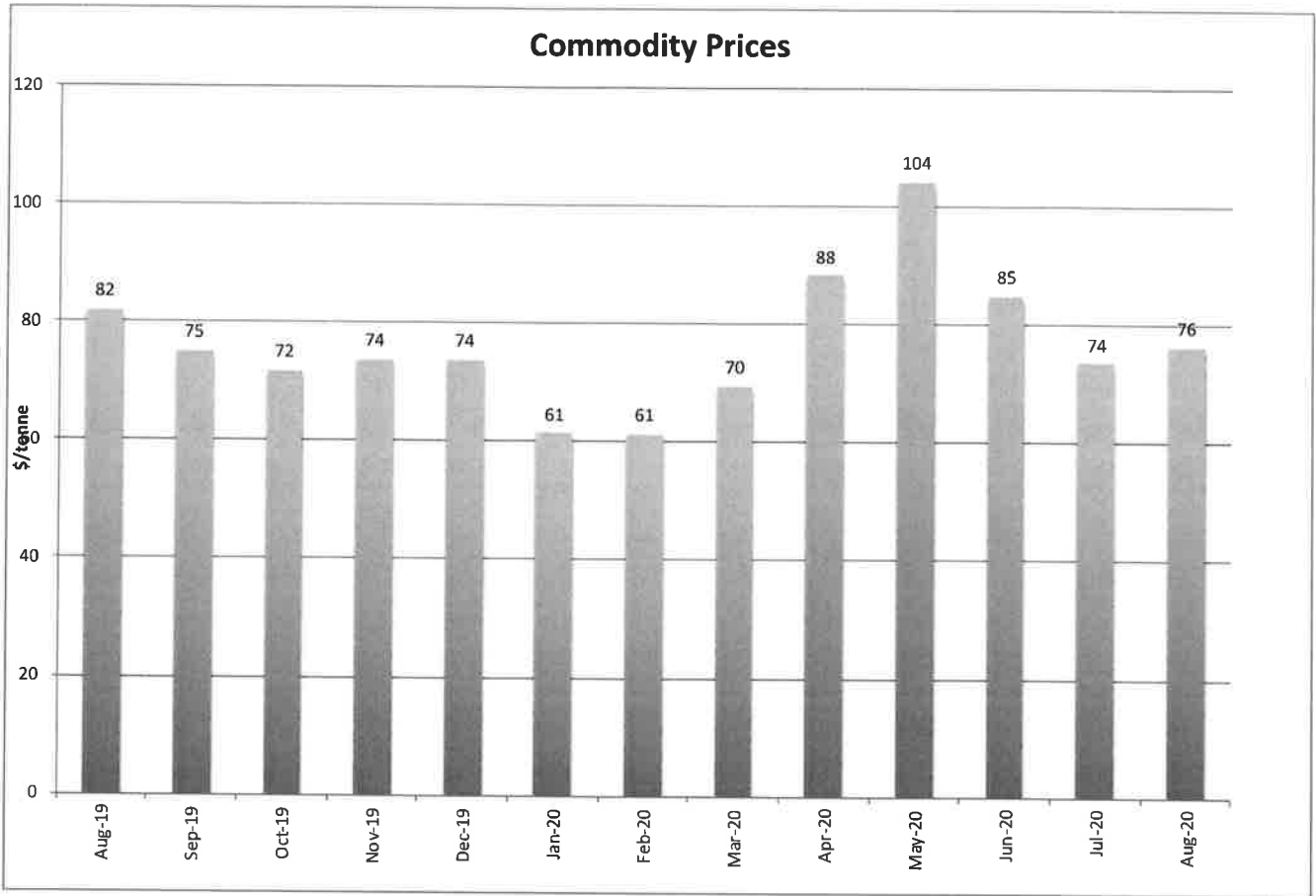
While a majority (70 percent) know that scrap tires can be used to make playgrounds and sports fields, fewer are aware that they can also be used for construction materials, athletic mats, asphalt and livestock mats. Surprisingly, only 18 percent know that garden mulch can be made from scrap tires.

Although a majority of respondents (83 percent) agree that recycling old tires into new products helps to combat climate change, and 69 percent believe products made from recycled tires are of high quality, only 28 percent agreed that they have intentionally purchased a product made from recycled tires – a missed opportunity for Ontarians.

More people could help combat climate change if they purchased recycled tire products after recognizing the high standards for recycling and knew more about the kind of products produced using recycled tires.

The survey was conducted between July 31 and Aug 4, 2020, on behalf of eTracks Tire Management System. For this survey, a sample of 1,000 Ontarians aged 18+ was interviewed online. Quotas and weighting were employed to ensure that the sample's composition reflects that of the Ontario population according to census parameters. The poll is accurate to within ± 3.5 percentage points, 19 times out of 20.







T 705-635-2272
 TF 1-877-566-0005
 F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
 1012 Dwight Beach Rd
 Dwight, ON POA 1H0

October 9, 2020

Via Email

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

Dear Honourable Premier Doug Ford:

RE: Reform to the Municipal Insurance Policy

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that Council would like to express their concern and request a reform to the Municipal Insurance Policy.

As outlined in the Association of Municipalities of Ontario (AMO) report entitled, "Towards a Reasonable Balance: Addressing Growing Municipal Liability and Insurance Costs", dated October 1, 2019, joint and several liability creates a higher insurance cost for municipalities. Local municipalities within Muskoka have experienced a 20% increase in municipal liability for 2019 and are expecting at least 20% increase for 2020.

Throughout the Township of Lake of Bays, the area of concern is the Errors and Omissions for building code claims. There is a much higher value of newly built cottages/seasonal residences within Lake of Bays and it is populated by a commanding number of ratepayers who possess the financial means to sue and will endure the protracted legal process. The Township has a lower than average number of building claims, however a higher than average payout.

Please consider an amendment to Bill 124 to make it a requirement that the building contractor name be disclosed and that the contractor must provide proof of insurance, thus providing greater accountability and responsibility and ensuring that municipalities will not bear the burden alone.

...2



T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON POA 1H0

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Kindly review and consider the recommendations as outlined in the above-noted AMO report. Should you have any questions or concerns, please do not hesitate to contact the Municipal Office at 705-635-2272.

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC*,
Director of Corporate Services/Clerk.

CS/cw

Copy to: MP, Scott Aitchison
MPP, Norm Miller
Association of Municipalities of Ontario
Municipalities in Ontario



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Temporary Use, 6483 Weidman Line
Meeting: Council - 22 Oct 2020
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the request to allow temporary personal storage at 6483 Weidman Line be authorized; and that the applicant be granted a maximum time of 1 year to make application for the necessary zoning.

Background:

The former Inwood Fire Hall is zoned Institutional Use. The sale of the building is set to close this week and the new owner has requested that she be authorized to use the space for storage purpose. The proposed storage will be indoors for family and friends only.

Comments:

The applicant met with the Planner and myself to discuss the proposal. There were no concerns brought forward in the discussion. With the weather changing, immediate storage is a concern. The storage will mainly be for RV's. The applicant will be reviewing the zoning application and potential uses of the facility in the the near future.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[6483 Weidman Line request](#)

PATRICIA THERIAULT
3509 Churchill Line
Petrolia, Ontario N0N-1R0

October 14, 2020

Janet Denkers, Clerk-Administrator
The Municipality of Brooke Alvinston
3236 River St.
Alvinston, Ontario, N0N-1A0

Re: The former Inwood Firehall and Community Centre
6483 Weidman Line, Inwood

Dear Janet;

Further to your conversation with Jon Theriault on October 13, 2020, I would like to request that the Municipality allow us to use the above noted property for personal storage for ourselves and friends where we are not charging for storage at this time.

We will be requesting an amendment to the zoning for this property to allow for storage and warehousing as soon as possible, but understand that will take time to review and possibly approve this amendment. In the meantime, we would like to be able to use the premises for storage this winter.

Please let me know if you need anything else. Have a great rest of the week.



Patricia Theriault



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Brooke Telecom Fibre Project Overview
Meeting: Council - 22 Oct 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the information presentation provided by Brooke Telecom on the Fibre Project be received and filed.

Background:

On September 30th, I participated in a virtual project overview of the 2020-2022 Fibre Project that will occur in a portion of Brooke-Alvinston.

The project was announced on August 14th by Minister McNaughton.

Comments:

The presentation outline is attached.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[CAO Presentation 2020-09-30 - Public Dist](#)

BrookeTelecom

connecting rural communities since 1911

Brooke Telecom Fibre
Project Overview
September 30, 2020
10 a.m.

About Brooke Telecom

- Founded in 1911
- One of the smaller Independent Local Exchange Carriers (ILEC) operating in Canada
 - 4 ILECs operating in Lambton (Hay Communications, Execulink, Eastlink – former People’s Telephone)
- We are a Co-operative with over 1,300 members
- Operate 259 km of rural fibre plus the villages of Watford, Alvington, Inwood and Warwick
- 3 retail locations Inwood, Watford and Petrolia
- Homes Passed = 2,555 in an entirely rural environment:
 - Passed by Fibre 72%
 - Passed by Copper 28%
- Wireless internet delivered from 2 cell towers owned by Brooke Telecom
- We are debt free
- 16 employees

Mission & Values Statements

Mission Statement:

- Brooke Telecom strives to deliver quality communication services to our local community with an exceptional experience.

Values:

- Improving our community by delivering quality services to all our valued members with integrity and respect.

Our Services

- Fiber to the Home (FTTH) Internet - 20 Mbps to 1 Gig + Unlimited Usage
- DSL Internet (ADSL / VDSL) - 5 Mbps to 250 Mbps + Unlimited Usage
- Fixed Wireless Broadband – 10 Mbps + Unlimited Usage
- Internet Protocol TV (IPTV) + VOD
- Mobile Services + Apple, Android and Blackberry handsets
- Plain Old Telephone Service (POTS)

2020 / 2021 / 2022 SWIFT Project

Page 6 of 11

- Total Project Cost of \$6.6 M – see note
 - Brooke contribution = \$3.4 M – see note
 - Total Government Funding = \$3.2M
 - \$2.6 M from Lambton County
 - \$770,400 from Ontario and Federal Governments
- 150 km of fibre
- 530 customers (ILEC and new CLEC)
- Completed by 2022-12-31

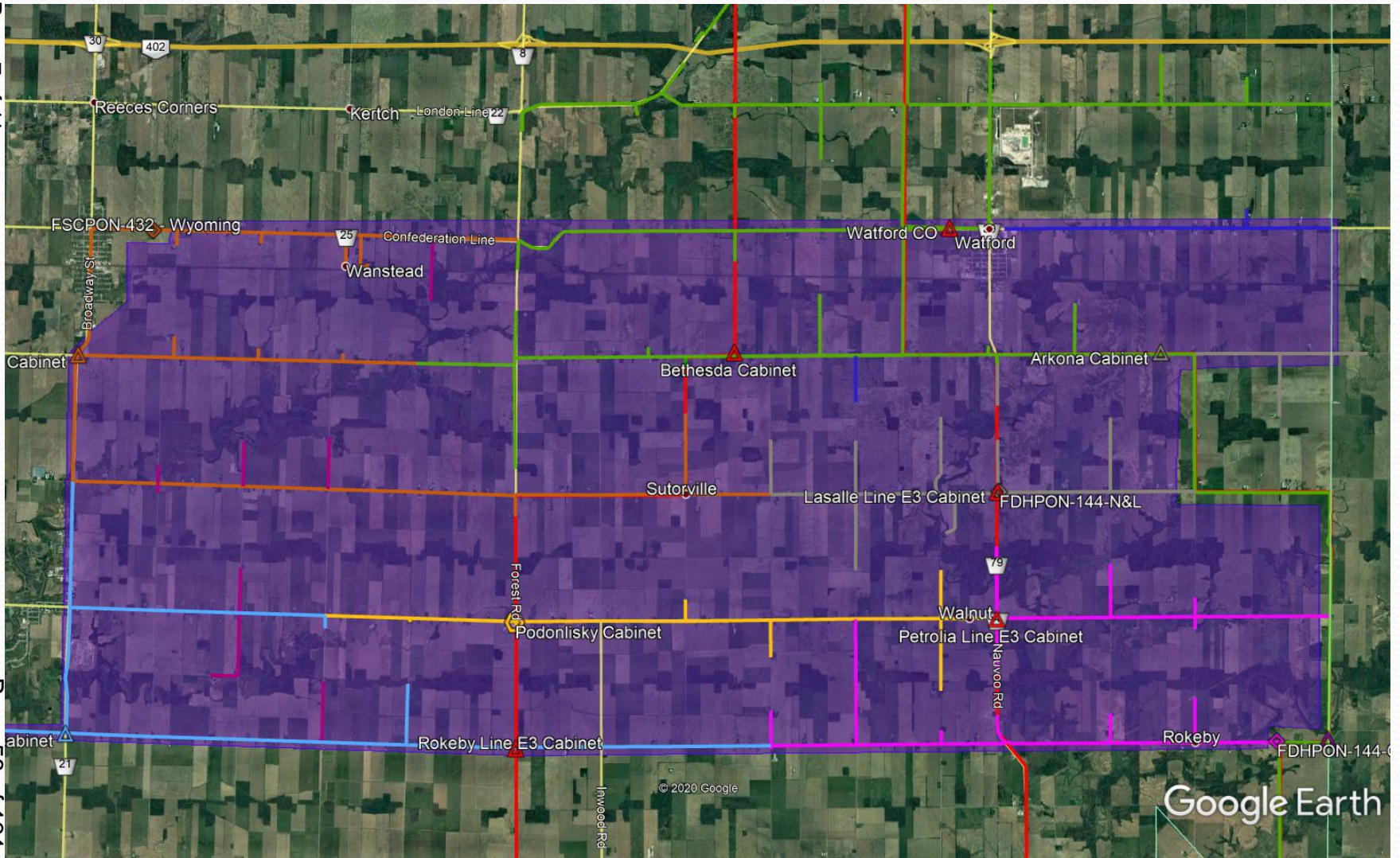
Note: Above amounts include ineligible expenses contributed by Brooke Telecom

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Who Gets It?

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Project Timeline Overview

- Major Routes in 2021
 - Confederation
 - Churchill
 - Lasalle
- Major Routes in 2022
 - Petrolia Line
 - Rokeby

Community Benefits of Fibre Infrastructure Investments

- Property value improvements
- Resident retention (education, employment opportunities, small business opportunities)
- Youth retention (study at home, employment in the “gig” economy)
- Resident attraction (work / play wherever there is fibre)
- Support for agriculture-based businesses
- Improved sustainability for rural economies



Strengths of YOUR Co-op

- Member driven
 - Board operates on behalf of the members
 - Our values are to operate with integrity and respect
- Community Dividends
 - serve locally,
 - purchase locally,
 - give locally,
 - hire locally.
- Local profit re-investment
 - invest profits locally in the form of valuable infrastructure (e.g. fiber)
 - investments locally result in sustainable communities

Questions?

Geoff Greening
General Manager

519-844-2500 (direct)
519-464-3919 (cell)

Geoff@brooketel.coop

www.brooketel.coop





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Amendments to Procedural By-law - Electronic Meetings
Meeting: Council - 22 Oct 2020
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That staff be directed to amend the necessary amendments to the Procedural By-law in compliance with Bill 197-COVID-19 Economic Recovery Act, 2020 to permit electronic Council meetings to be called outside of a declared State of Emergency.

Background:

As a result of COVID-19, in March 2020, the Provincial Government passed new legislation (Bill 187) to amend the Municipal Act, 2001 permitting municipalities the ability to fully conduct Council, and Committee meetings electronically when faced with local and province wide declared emergencies. As a result, Council passed an amending by-law to its' Procedural By-law on April 9, 2020 to reflect this change and permit members to participate electronically in meetings. These amendments were always intended to be temporary in nature.

In July of 2020, the Province passed Bill 197, the COVID -19 Economic Recovery Act ("Bill 197"). Bill 197 repealed the above noted amendments which will consequently require an amendment to the Municipal Procedural By-law if Council wishes to maintain the option to meet electronically for any reason after the Municipal declaration of emergency has lifted. If Council opts to only allow for electronic meetings during an active emergency declaration, there is no need to amend the by-law as it stands now.

Bill 197 also expands on when Council members may participate in electronic meetings if Council permits such participation through an amendment to its Procedural By-law.

Comments:

Bill 197, the COVID-19 Economic Recovery Act Amendments - Schedule 12

Bill 197 enacts a new provision in the *Municipal Act, 2001* that reads as follows:

238 (3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law.

238 (3.3) The applicable procedure by-law may provide that,

- (a) a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) a member of a council; of a local board; or of a committee of either of them can participate electronically in a meeting that is open or closed to the public.

Bill 197 clearly permits Council to amend its Procedural By-Law to allow individual members or, alternatively, all of Council, to participate electronically.

Formerly, the Municipal Act, 2001 was amended by Bill 68 to allow Council, at its option to allow individual members to participate electronically in Council open session meetings but not closed session meetings. In 2017, Council received and filed this information with no action to amend. For this reason, the proposed amendments in this report considers only electronic meetings where all participants use an electronic format and not in person meetings augmented by electronic participation of one or more Councillors. Council should provide direction if they want to revisit participation of individual members electronically.

2020 Post Declaration of Emergency Amendments:

If Council wishes to allow the ability to schedule electronic meetings of Council for reasons other than declared emergencies, it is recommended that the Procedural By-Law be slightly amended to permit the Mayor to schedule electronic Council meetings much like those that have been held since March 2020 due to the declared emergencies.

1. *delete the current Part 32 of the Procedural By-Law;*
2. *replace the current Part 32 with the following provisions:*

Part 32: *Electronic Meetings*

- 32.1** *For the purposes of this Part 32, the following capitalized term has the following meaning and all other capitalized terms shall have the meaning given to them in Part 2 hereof:*
- "Electronic Meeting" means a meeting called by the Mayor and held in full or in part through such electronic means selected by the Mayor, in consultation with the Clerk, taking into account the Municipality of Brooke-Alvinston's resources, which may include, but not be limited to, audio telephone conference, video telephone conference, or online through the Internet or otherwise via the Internet, and with or without in person attendance.*
- 32.2** *Notwithstanding any other Part hereof, at the call of the Mayor a regular or special meeting of Council (including, for greater certainty, any Committee meeting) may be conducted by Electronic Meeting, in accordance with this Part and any other protocol and/or policy as may be approved by Council from time to time.*
- 32.3** *A Member attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the Meeting, and shall be entitled to vote as if they were attending the Meeting in person.*
- 32.4** *An Electronic Meeting may include a Closed Meeting, which shall be conducted with members of the public excluded therefrom and in accordance with this Part.*
- 32.5** *A public notice of an Electronic Meeting shall include sufficient information as to provide the public with the ability to reasonably access and/or otherwise observe, by such means identified in the notice, the open session of the Electronic Meeting.*
- 32.6** *Despite any other Part hereof any person desiring to present verbally to, or to make a request of, or present correspondence to, Council at and/or during an Electronic Meeting, shall first give the requisite notice thereof to the Clerk and meet all other requirements of these Rules of Procedure, and provided such requirements have been met, shall only be permitted to make such presentation, request or present such correspondence in writing, provided further that such written presentation, request and/or correspondence is received by the Clerk no later than 12:00 noon on the sixth working day immediately preceding the Electronic Meeting.*
- 32.7** *The Rules of Procedure shall continue to apply to an Electronic Meeting held pursuant to this Part 32. In the event of any inconsistency and/or conflict between this Part 32 and any other Part of these Rules of*

Procedure, this Part 32 shall prevail to the extent of the inconsistency and/or conflict.

If adopted, the foregoing will permit Council to continue to schedule meetings electronically after the emergency declared by the Municipality is lifted, at the Mayor's call.

Note, however, that if adopted, the amendment will not permit individual members of Council to opt to participate electronically in any open or closed session of Council. In other words, if this amendment is adopted, it's "all or nothing", meaning that the Mayor could only call an electronic meeting of Council and all of Council would participate electronically instead of an in-person. The current electronic meeting Protocol adopted by Council on April 9, 2020 would remain in effect.

If, however, Council wishes to permit individuals to participate in Council meetings electronically while a meeting is taking place in person, the following addition to the above-noted amendments should be adopted:

32.6(b) Any Member may participate in an open and/or closed Meeting electronically by such electronic means made available by the Municipality, and such Member so participating shall be counted for purposes of quorum at the commencement and at any point in time during the Meeting, and shall be entitled to vote as if the Member were attending the Meeting in person.

Financial Considerations:

None. The Municipality currently has the technology and software licenses to continue to host electronic meetings while at the same time keeping those meetings reasonably open, electronically, to the public.

Relationship to Strategic Plan:

Electronic meetings can promote citizen engagement.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Consideration of Elliott-Tait Drainage Report
Meeting: Council - 22 Oct 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 Elliott-Tait Drain.

Background:

An Engineer's report has been prepared on the Elliott Tait Drain. Once a report has been received, the next step is the Consideration of the Report meeting 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 (7) 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.

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 proposed date for the meetings is October 29 at 9:00 a.m.

Financial Considerations:

The costs incurred involve the Drainage Superintendent's time and Councillor committee pay.

ATTACHMENTS:

[20201016144106](#)
[Elliott Tait Drain Report](#)



3236 River St. P.O. Box 28
 Alvinston, ON N0N 1A0
 Phone: 519.898.2173
 Fax: 519.898.5653

October 14, 2020

NOTICE OF CONSIDERATION OF DRAINAGE WORKS Elliott Tait Drain

Dear Sir and/or Madam:

You are hereby notified that the Engineer appointed by the Council of the Municipality of Brooke-Alvinston under the *Drainage Act, 1990*, did, file at our office a report on the Elliott Tait Drain.

This report will be considered **Thursday, October 29, 2020 at 9:00 a.m.**
At Inwood Road where Elliott Tait Drain outlets to $\frac{3}{4}$ Sideroad Drain.

Due to COVID-19, a municipal representative will be in attendance at this meeting and any recommendations from the meeting will be forwarded to the November 12, 2020 Council meeting.

Attached is a copy of the Engineer's Report for the proposed drainage work for your perusal prior to the meeting. Please bring your copy of the report to the meeting.

If you wish to object to the report, please submit your written objections to the undersigned prior to the meeting.

APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.

If the report is adopted, you will receive a copy of the provisionally adopted by-law indicating the assessments and notifying you of the date of the first sitting of the Court of Revision. You are hereby requested to take notice that the proposed work included in the report will be commenced after all appeals have been finally resolved.

Janet Denkers
 Clerk Administrator



4218 Oil Heritage Road
 Petrolia, Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 www.dobbineng.com

August 20, 2020

The Mayor and Council
 Municipality of Brooke-Alvinston
 3236 River Street
 Alvinston, Ontario
 N0N 1A0

Gentlemen & Mesdames:

Re: Elliott Tait Drain

In accordance with your instructions, we have undertaken an examination of the Elliott Tait Drain with regards to the replacement of the access culvert/outlet pipe on the east side of Inwood Road. The drainage works is generally located in Lots 4 to 6, Concession 6 in the Municipality of Brooke-Alvinston.

Authorization under the Drainage Act

This Engineers Report has been prepared under section 78 of the Drainage Act as per the request of an affected Owner.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

Existing Drainage

The existing drainage works consists of both a channel extending from an outlet to the 3/4 Sideroad Drain east for a distance of approx. 1,516 metres (4,975 feet) to the centre of Lot 6.

The drainage works was last improved under an engineer's report is dated January 6, 1975. At this time the channel was deepened and improved and an access culvert was lowered and extended. There is also a culvert located at the outlet of the channel to the 3/4 Sideroad Drain that serves as an access and also as an outlet to the deeper channel.

Onsite Meeting

An onsite meeting was held on July 10, 2019. A request was received to replace the access/outlet culvert as it was in poor shape. It was also requested that the brush and cattails/phragmites be wicked and the brush ground which can be accomplished under maintenance provisions of the Drainage Act.

Section 124

An application was made to the Ministry of Agriculture, Food and Rural Affairs under section 124 of the Drainage Act for emergency replacement of the access/outlet culvert. Approval was received and the access/outlet culvert was subsequently replaced.

Recommendations

It is therefore recommended that the following work be carried out:

1. The access/outlet culvert constructed at the outlet to the 3/4 Sideroad Drain under emergency conditions is to be incorporated as part of the drainage works and the costs assessed.
2. Maintenance and repair and replacement provisions are to be provided for the access culvert to the E1/2 Lot 5.

Design

Major agricultural and residential culverts are usually designed to provide outlet for a 1 in 2 year storm. Road culverts are usually designed to provide outlet for a 1 in 10 year storm.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$23,038.00, including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area.

Assessment

As per section 21 of the Drainage Act, the Engineer in his report shall assess for benefit and outlet for each parcel of land and road liable for assessment.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for lands and roads affected by the work and therefore liable for the cost thereof has been prepared as per the Drainage Act. Any affected public utility or road authority shall be assessed, as per section 26 of the Drainage Act, any increased costs for the removal or relocation of any of its facilities and plant that may be necessitated by construction or future maintenance and repair work. The cost of any fees for permits or approvals or any extra work required by any affected utility, road authority, conservation authority, ministry, government agency, etc., federal or provincial, shall be assessed to that organization requiring the permit, approval, or extra work.

The cost of the access/outlet culvert replacement has been assessed in 2 parts. The first part is assessed as an access culvert and the second part is assessed as an outlet for the channel. The access culvert portion is assessed with 50% of the cost assessed to the benefitting property as benefit assessment and the remainder is assessed to upstream properties as outlet assessment based on equivalent hectares. The outlet portion is

assessed as outlet assessment to upstream properties based on equivalent hectares. There will also be assessment to the Road Authority for Inwood Road to reflect the improved outlet for the road ditch/culvert from the south.

Allowances

Under section 29 of the Drainage Act, the Engineer in his report shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from a drainage works. This shall be considered an allowance for right of way.

Under section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, fences, land, and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made, where appropriate, as per section 29 of the Drainage Act for right of way, and as per section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$20,000.00 per hectare (\$8,000.00 per acre). Allowances for crop loss are based on \$1,500.00 per hectare for the first year and \$750.00 for the second year (\$2,250.00 per hectare total).

Allowances have been made under section 30 for damages to lands and crops occasioned by the operation of excavation equipment to replace the culverts.

Access and Working Area

The working area at each culvert shall extend 10 metres from the bank on both the north side and the south side and for 1 metre along the channel on either side of the culvert.

Access for future maintenance and repair of the access/outlet culvert shall be from Inwood Road and access for any future maintenance and repair of the access culvert in the E1/2 Lot 5 shall be from Shiloh Line along existing lanes or along fence line.

Access for future maintenance and repair of the channel shall generally be from Inwood Road and along the north side of the drainage works on private property. The working area shall extend from the top of the north bank for a distance of 10 metres for the length of the drainage works.

Drain Classification

The Elliott Tait Drain is currently unclassified. The 3/4 Sideroad Drain is also not classified downstream of the outlet of the Elliott Tait Drain. The 3/4 Sideroad Drain is classified as an “F” drain upstream of the outlet of the Elliott Tait Drain. These classifications are according to the Ontario Ministry of Agriculture, Food and Rural Affairs’ Agricultural Information Atlas.

Class “F” drains are intermittent or ephemeral (dry for more than two consecutive months). Authorization is not required if work is done in the dry.

The proposed culvert construction will have very little effect on the drainage works if carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 10 metres of either side of the drainage works without prior written permission of Council. If trees are planted that interfere with access for future maintenance of the drainage works, they shall be removed at the expense of the Owner.

Attention is also drawn to sections 80 and 82 of the Drainage Act that refer to the obstruction of a drainage works.

Agricultural Grant

It is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non agricultural properties are shown separately in the Schedule of Assessment.

Maintenance

The open channel and tile drain shall be maintained and repaired in accordance with the enclosed Schedule of Maintenance.

The access/outlet culvert located at the outlet to the 3/4 Sideroad Drain which provides outlet of the Elliott Tait Drain to the 3/4 Sideroad Drain and also access to the N1/2 Lot 4. The west 2 metres of the culvert plus the west endwall and associated erosion protection and flap gate shall be maintained at the expense of upstream lands including the Road Authority based on equivalent hectares contained in the Schedule of

Maintenance. The east 8 metres of the culvert plus the east endwall shall be maintained and repaired at the expense of the drain with 50% of the costs assessed to the N1/2 Lot 4 and the remainder of the costs shall be assessed to upstream properties pro rata with the equivalent hectares contained in the Schedule of Maintenance.

The pipe from the south that is connected to the recently installed access/outlet pipe shall not form part of the drainage works.

The access culvert located in the E1/2 Lot 5 shall be maintained and repaired with 50% of the costs assessed to the benefitting property and the remainder of the costs shall be assessed to upstream properties pro rata with the equivalent hectares contained in the Schedule of Maintenance.

If an owner requests an additional length of culvert beyond that specified in this report, the extra cost shall be borne by the owner making the request including the future maintenance and repair. Each property is allowed one access culvert for each municipal drain with any second culvert on the property maintained and repaired 100% by the owner.

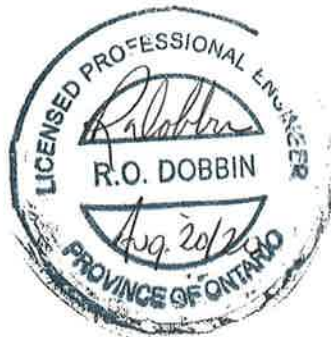
These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



Elliott Tait Drain
Municipality of Brooke-Alvinston
August 20, 2020

ALLOWANCES

Allowances have been made as per Sections 29 of the Drainage Act for damages to lands and crops.

Conc.	Lot or part	Roll No.	Owner	Section 30	Total
6	N1/2 L4	20-051	D. Dudley	50.00	50.00
	SW1/4 L4	20-048	D. & J. Van Damme	100.00	100.00
TOTAL ALLOWANCES					\$150.00

Elliott Tait Drain
Municipality of Brooke-Alvinston
August 20, 2020

Estimate of Cost

Incorporate Access Culvert and revise Specifications for the Elliott Tait Drain.

Allowances:					150.00
	<u>Quantity</u>	<u>Unit</u>	<u>Material</u>	<u>Labour</u>	
Culvert No. 1 (N1/2 L4)					
Removal of existing structure		LS		520.00	
S. & I. 1000 mm dia. CSP	10.0	m	2,668.00	2,990.00	
S. & I. bedding material	33.0	tonne	891.00	260.00	
Place backfill		LS		520.00	
S. & I. Granular "B"		tonne	220.00	260.00	
S. & I. Rip Rap			1,020.00	520.00	
S. & I. block endwall	40.0	ea	4,000.00	2,080.00	
			8,799.00	7,150.00	15,949.00
Attach Flap Gate		LS	200.00	260.00	460.00
Miscellaneous					<u>520.00</u>
			Sub Total		17,079.00
			Engineering		4,811.00
			Inspection		340.00
			net HST		508.00
			SCRCA Fee		<u>300.00</u>
			Total Estimate		\$23,038.00

SCHEDULE OF ASSESSMENT

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Agricultural Lands							
6	N1/2 L4	18.22	20-051	D.Dudley	7,504.00	2,847.00	10,351.00
	SW1/4 L4	cutoff	20-048	D. & J. Van Damme		0.00	0.00
	SE1/4 L4	cutoff	10-123	B. Kelly		0.00	0.00
	NW1/4 L5	20.24	20-051	D. Dudley		3,163.00	3,163.00
	SW1/4 L5	cutoff	10-123	B. Kelly		0.00	0.00
	E1/2 L5	24.29	20-053	Schotman Farms Ltd.	592.00	3,796.00	4,388.00
	NW1/4 L6	19.53	20-054	5001702 Ontario Ltd.		3,052.00	3,052.00
	NE1/4 L6	0.81	20-05605	5001702 Ontario Ltd.		127.00	127.00
	N1/2S1/2 L6	4.86	20-056	C. Martin		760.00	760.00
* surface water only							
					Total Benefit	8,096.00	21,841.00
					Total Outlet	<u>13,745.00</u>	
Total - Agricultural							21,841.00

Schedule of Assessment (cont'd)

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Public Lands: Roads							
	Courtright Line	0.93		County of Lambton	933.00	264.00	1,197.00
Total Benefit					933.00	264.00	1,197.00
Total Outlet					<u>264.00</u>		
Total - Public Lands: Roads					1,197.00		
Total Agricultural Lands					<u>21,841.00</u>		
Total Assessment					\$23,038.00		

Elliott Tait Drain
 Municipality of Brooke-Alvinston
 August 20, 2020

SCHEDULE OF MAINTENANCE

To maintain and repair the channel.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	Equiv. Ha.
Agricultural Lands								
6	N1/2 L4	18.22	20-051	D.Dudley	337.00	383.00	720.00	18.22
	SW1/4 L4	cutoff	20-048	D. & J. Van Damme	270.00	0.00	270.00	
	SE1/4 L4	cutoff	10-123	B. Kelly	270.00	0.00	270.00	
	NW1/4 L5	20.24	20-051	D. Dudley	440.00	510.00	950.00	20.24
	SW1/4 L5	cutoff	10-123	B. Kelly	270.00	0.00	270.00	
	E1/2 L5	24.29	20-053	Schotman Farms Ltd.	710.00	749.00	1,459.00	24.29
	NW1/4 L6	19.53	20-054	5001702 Ontario Ltd.	440.00	692.00	1,132.00	19.53
	NE1/4 L6	0.81	20-05605	5001702 Ontario Ltd.		34.00	34.00	0.81
	N1/2S1/2 L6	4.86	20-056	C. Martin	270.00	177.00	447.00	4.86
Total Benefit					3,007.00	2,545.00	5,552.00	
Total Outlet					<u>2,545.00</u>			
Total - Agricultural					5,552.00			

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	Equiv. Ha.
	Public Lands: Roads							
	Inwood Road	0.93		County of Lambton			0.00	3.72
				Total Benefit	0.00	0.00	0.00	
				Total Outlet	<u>0.00</u>			
				Total Public Lands: Roads	0.00			
				Total Agricultural Lands	<u>5,552.00</u>			
				Total Assessment	\$5,552.00			

Elliott Tait Drain
Municipality of Brooke-Alvinston
August 20, 2020

SPECIFICATION OF WORK

1. Scope of Work

The work to be included in this specification includes the replacement of 1 access/outlet culvert and related work on the Elliott Tait Drain in Lots 4 to 6, Concession 6 in the Municipality of Brooke-Alvinston.

2. General

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in the tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall be responsible for the notification of all utilities prior to the start of construction.

3. Plans and Specifications

These specifications shall apply and be part of the contract along with the General Specifications for Open Drains. This specification of work shall take precedence over all plans and general conditions pertaining to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

Any reference to the owner contained in these contract documents shall refer to the Municipality of Brooke-Alvinston or the Engineer authorized by the Municipality to act on its behalf.

4. Health and Safety

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.

The Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision) when working on public road allowances. A copy of a traffic control plan shall be kept on site at all times. The Contractor shall maintain suitable barricades, warning lights, and temporary traffic notices, at his expense, in their proper position to protect the public both day and night. Flagmen are the responsibility of the Contractor when working on the road allowance and when entering or exiting a worksite onto a roadway.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the contract.

He shall also ensure that only competent workmen are employed onsite and that appropriate training and certification is supplied to all employees.

5. Workplace Safety and Insurance Board

The Contractor hereby certifies that all employees and officers working on the project are covered by benefits provided by the Contractor. The WSIB clearance certificate must be furnished prior to the execution of the Contract and updated every 60 days.

6. Removal of Existing Access Culvert

The existing access culvert to be replaced shall be removed in their entirety from the open channel. The steel culverts, concrete rubble and other excess material shall be disposed offsite at the expense of the Contractor. Suitable backfill shall be stockpiled adjacent to the site for reuse during installation of the proposed culvert. Any broken concrete (smaller than 300 mm) or rip rap (concrete bags) from the existing structures may be reused as erosion protection in the immediate vicinity (within 1 metre) of the proposed culvert replacement. The broken concrete or rip rap must be placed over filter fabric flush with the existing channel sideslope. Large pieces of concrete, excavated

material from the sideslope to accommodate erosion protection and any material not suitable for use shall be disposed offsite by the Contractor.

7. Installation of Access Culverts

The Contractor shall supply, install, and backfill aluminized corrugated steel pipe with a minimum wall thickness of 2.8mm in all cases. All corrugation profiles shall be of helical lockseam manufacture using 68 x 13mm corrugations for 1600mm dia. pipe and smaller and 125 x 25mm corrugations for 1800mm dia. pipe and larger. Pipe with 125 x 25mm corrugations shall be used if 68 x 13mm corrugations are not available. Future culvert replacements shall be to the same specifications. Corrugated steel pipe with diameter of 1000 mm or less may be replaced with equivalent HDPE smooth wall pipe (320 kPa)

The culverts designated to be replaced in the future under this report shall be examined after any cleanout of the open channel as to their condition. If they are found to be in disrepair (i.e. there are holes corroded in the bottom or sides) they shall be replaced as per these specifications.

The following culverts located along the drainage works are to be replaced under this report:

Culvert no. 1 – Outlet of channel to 3/4 Sideroad Drain providing access the N1/2 Lot 4 (roll no. 20-051) consists of 10 metres of 1000 mm dia. corrugated steel pipe with concrete block endwalls. It was replaced under section 124 of the Drainage Act and is incorporated as part of the drainage works under this report.

Culvert no. 2 - E1/2 Lot 5 (roll no. 20-053) consists of 7.3 metres of 1050 mm dia. corrugated steel pipe with sacked concrete rip rap endwalls. It shall be replaced with 10 metres of 1200 mm dia. corrugated steel pipe or 900 mm dia. HDPE smooth wall pipe in the future.

The access/outlet culvert and the access culvert in the E1/2 Lot 5 culverts shall be replaced in the in the same general location as the existing access culverts. The culverts shall be installed with the invert 10% (minimum 150mm) below the proposed channel bottom elevation. The location of the access culvert (E1/2 Lot 5) may be moved a short distance upstream or downstream if approved by the engineer.

If an owner requests a longer culvert than that specified above, please refer to the report. The culvert lengths are based on using concrete block walls. If rip rap ends are to be utilized in the future, the culverts may be lengthened to accommodate the sloped ends (1.5:1.0). The culvert may be moved upstream or downstream as necessary to avoid

existing tile outlets. If they cannot be avoided the pipes shall be extended upstream or downstream of the proposed culvert and shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate. Any tile outlets extended as a result of extra length requested by an owner shall be extended at the owner's expense. The culvert shall be installed with the invert set 10% below the design channel bottom (minimum 150mm) and to grade shown on the Profile.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with granular material or drainage stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with granular or drainage stone from the bottom of the excavation to the springline of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300 mm so that the pipe is not displaced. The access culverts shall be backfilled from the springline to finished grade with excavated material to within 150mm of finished grade. The road culverts shall be backfilled from the springline to finished grade with granular material to within 200mm of finished grade. If extra backfill material is required, it shall be supplied by the Contractor at the expense of the drainage works. The top 150mm for access culverts and 200mm for road culverts shall be backfilled with compacted granular "A" material to finished grade.

All backfill shall be free from deleterious material. Any excess granular material shall be placed at the surface on the travel portion of the access culvert. All granular bedding material shall be mechanically compacted to 95% modified standard proctor density. All backfill material above the springline shall be mechanically compacted using appropriate compaction equipment. The granular "A" for the road culverts shall be compacted to 98% modified standard proctor density.

End protection shall consist of concrete blocks with dimensions of approx. 600mm x 600mm x 1200mm, 600mm x 600mm x 2400mm or 300mm x 600mm x 1200mm as required. The top of the culvert shall govern block elevation. The correct block shall be set with the top of the block equal to the top of the culvert. The blocks shall be set at each end of the culvert so that each row of blocks will be offset approx. 100mm from the row below. The bottom row shall consist of one block placed parallel to the culvert. The blocks shall be imbedded a minimum of 300mm into each bank and shall extend into the drain bottom to match the pipe invert or below.

The blocks shall be placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert shall be backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance.

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the travel width plus minimum 1.5:1 sideslopes. The rip rap shall consist of 100 mm x 250 mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Terrafix 250R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

8. Silt Fence

The Contractor shall maintain a dry working area during construction. The Contractor shall install a silt fence downstream of the most downstream access culvert during the course of the work downstream of the work area. The silt fence shall consist of filter fabric or manufactured silt fence supported with posts (OPSD 219.110).

The silt fence shall remain in place until construction is complete. Any sediment that has collected upstream of the silt fence shall be removed prior to the removal of the silt fence.

9. Excavation of Open Channel (Future)

The open channel shall be excavated and maintained to the depths and grades as per the profile and drawings as contained in the engineers report dated January 6, 1975. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

Under this report the excavated material is to be placed on the north side of the channel. If an owner owns both sides of the channel, he may direct that the material be placed on the south side.

For future maintenance and repair, the excavated material shall be cast on private lands north of the channel at least 1.5 metres clear of the bank. Excavated material shall not be placed in low runs or swales outletting surface water to the channel. The excavated material shall be levelled to a maximum depth of 100mm and left in a condition suitable for cultivation. All high spots above grade shall be removed. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

If an Owner requests that the excavated material be trucked, it shall be loaded onto trucks from the field side of the channel. The extra cost of trucking less the cost of levelling shall be assessed to the individual Owners.

10. Brushing (Future)

All brush, trees, woody vegetation, etc. shall be removed from the sideslopes of the existing channel and within 1.5 metres of the top of the banks. Other brush and trees may be removed from the side the equipment is operating to allow access for the equipment. Trees and brush in the channel bottom shall be removed in their entirety including stumps and disposed offsite. Trees and brush on the sideslopes shall be close cut. A stump killer pesticide manufactured for the purpose shall be applied to stumps according to manufacturer's specifications.

It is recommended that a mechanical grinder attached to an excavator be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut with the logs and brush disposed offsite by the Contractor. The Contractor shall be responsible for obtaining all necessary permits for any disposal sites.

Certain trees may be left in place at the direction of the Drainage Superintendent. Any trees to be salvaged by the individual Owners shall be removed by the Owners with all resulting brush and branches cleaned up prior to the start of construction. If the Contractor agrees to remove any trees and set them aside for an Owner, the Owner will be responsible for any cleanup as above.

11. Environmental Considerations

The Contractor shall take care to adhere to the following considerations.

1. All excavated and stockpiled material shall be placed a minimum of 1.5 metres from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
2. All granular and erosion control materials shall be stockpiled a minimum of 3.0 metres from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
3. All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.

4. All construction in the channel shall be carried out during periods of low or no flow.

The Contractor shall maintain a dry working area during construction.

12. Benchmarks

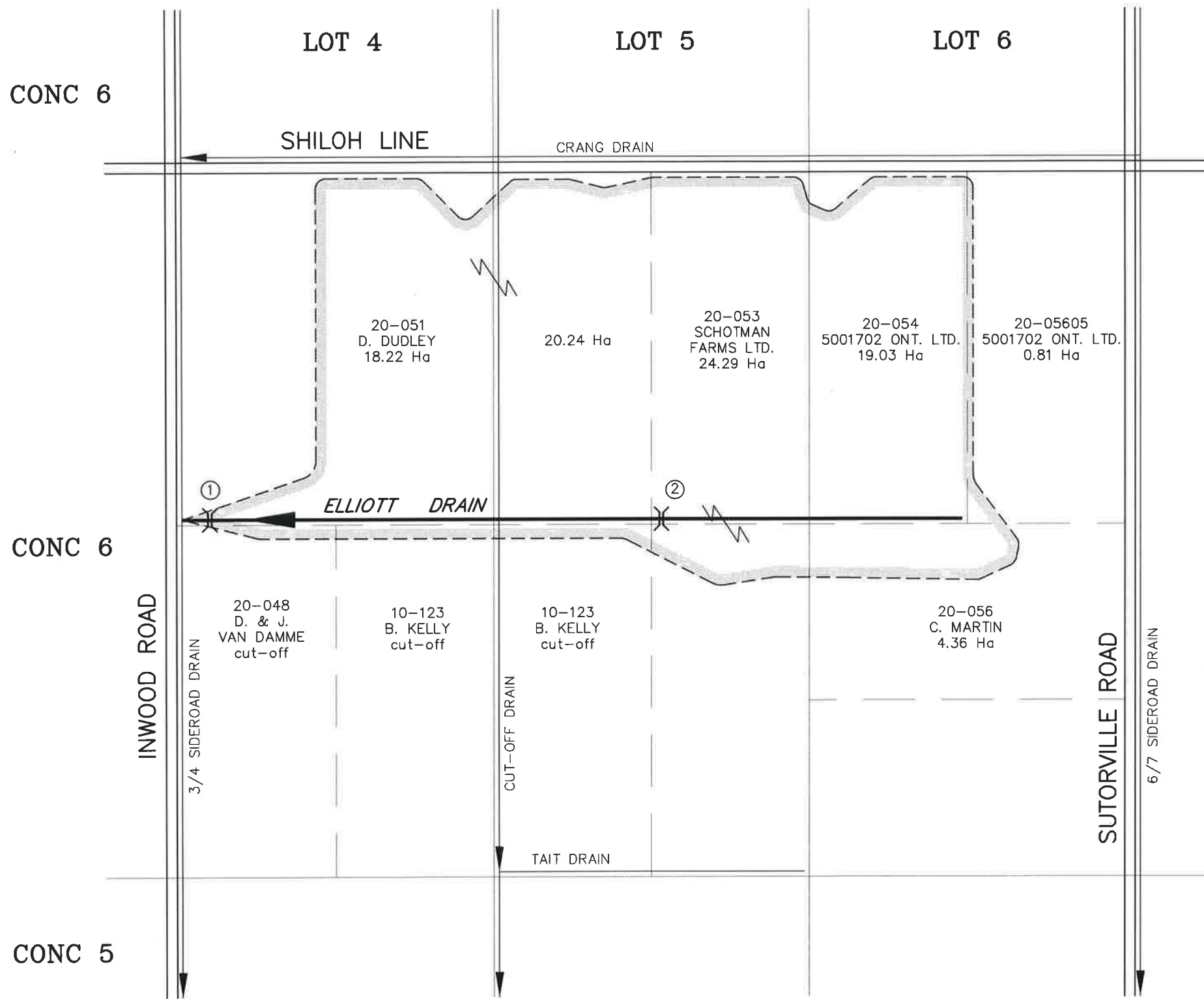
The benchmarks are not based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts.

13. Miscellaneous

Any subsurface drains encountered upstream of the culvert that conflict with the proposed culvert shall be extended to an outlet to the open channel to the approval of the Drainage Superintendent.

Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

It will be the owner's responsibility to mark all tile and tile mains prior to maintenance being carried out.



LEGEND

- DRAINAGE AREA
- ELLIOTT TAIT DRAIN
- MUNICIPAL DRAIN
- EXISTING CULVERT
- CULVERT NUMBER



4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233

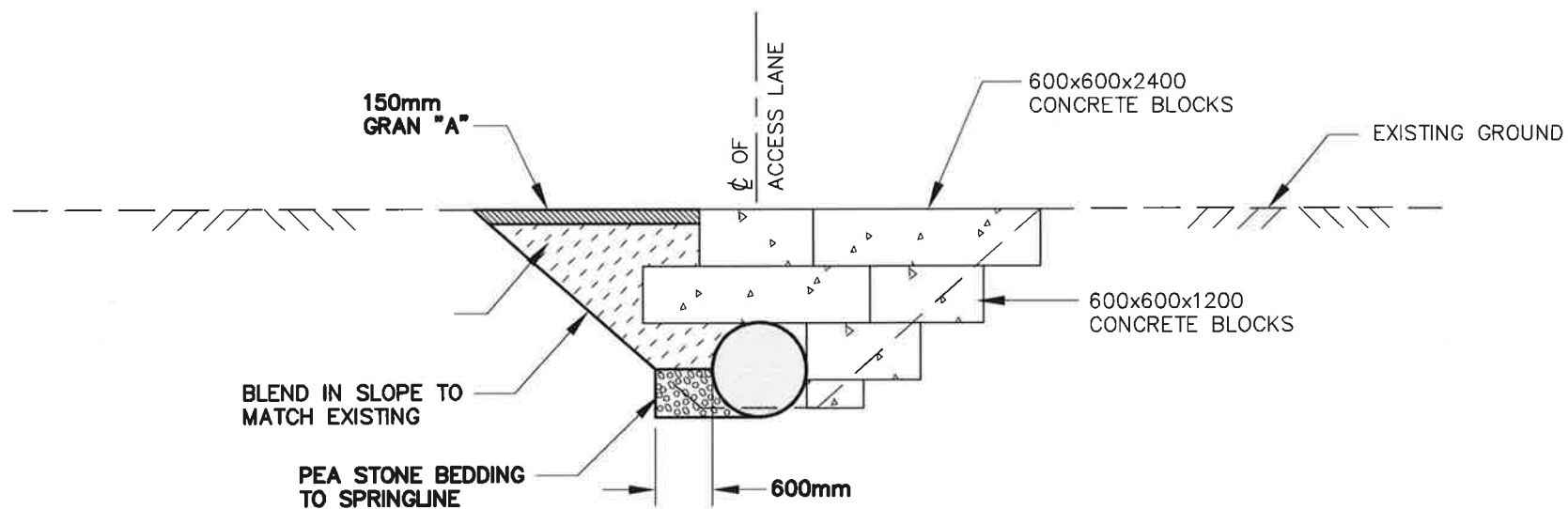
DRAWING NAME:
 Elliott Tait Drain Plan

PROJECT No.
 2019-1080

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED J. WARNER	1	FINAL REPORT	AUG.20, 2020	BVR
DRAWN B. VAN RUITENBURG	SCALE 1:10,000			

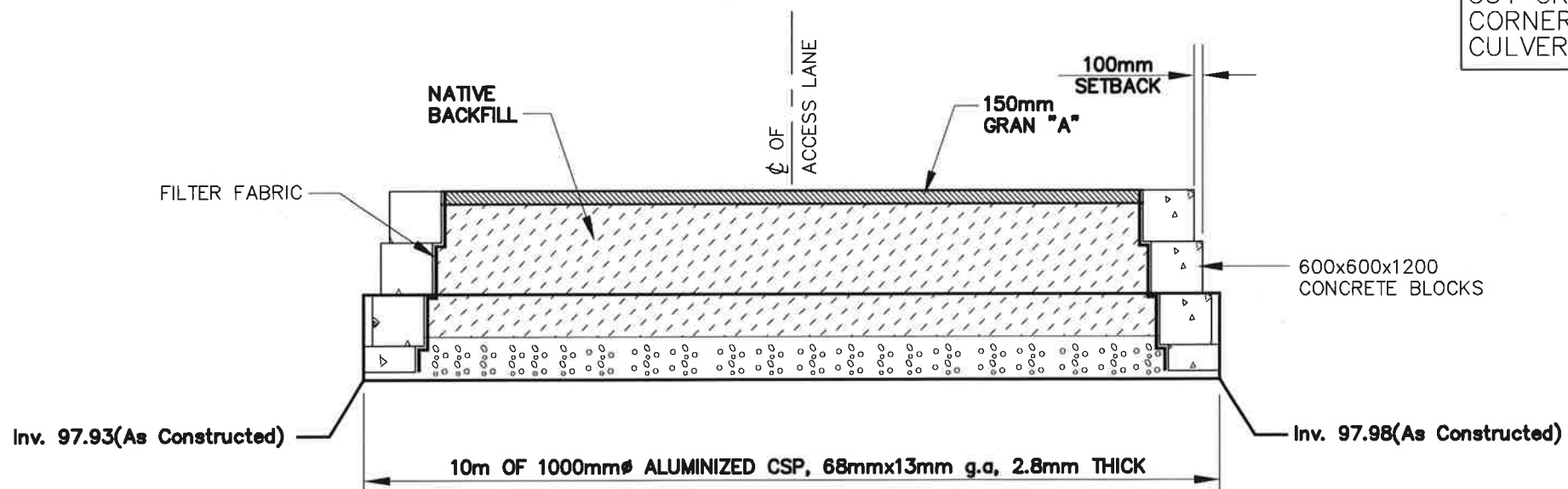
TOWNSHIP of BROOKE-ALVINSTON
ELLIOTT TAIT DRAIN
PLAN

1
OF 3

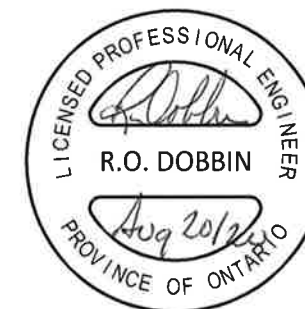


EXISTING PIPE END SECTION
UPSTREAM END
CULVERT #1 - N 1/2 L4

BM ELEV. 100.00
CUT CROSS NORTH EAST
CORNER OF CONCRETE BOX
CULVERT CROSSING INWOOD ROAD



EXISTING CROSS-SECTION
CULVERT #1 - N 1/2 L4



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Elliott Tait Drain Culvert Detail

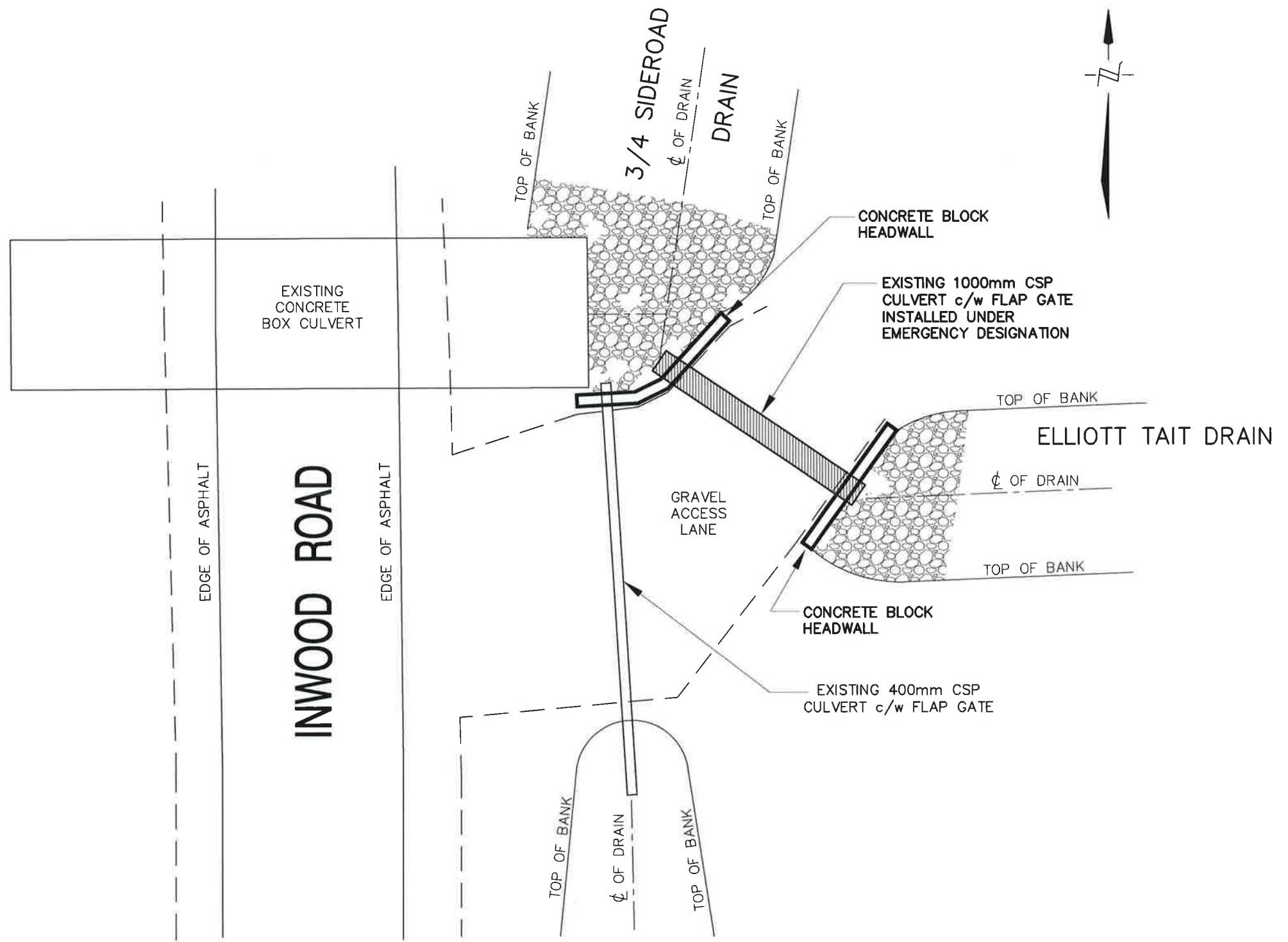
PROJECT No.
2019-1080

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	AUG.20, 2020	BVR
D. MOORES				
DRAWN				
B. VAN RUITENBURG				

SCALE 1:75
0 2m

TOWNSHIP of ENNISKILLEN
ELLIOTT TAIT DRAIN - EMERGENCY REPLACEMENT
CULVERT #1 DETAIL 1000mmØ CSP

2
OF 3



4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
 Elliott Tait Drain Detail Plan

PROJECT No.
 2019-1080

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED R. DOBBIN	1	FOR REVIEW	AUG.20, 2020	BVR
DRAWN B. VAN RUITENBURG	SCALE: 1:200			

TOWNSHIP of ENNISKILLEN
ELLIOTT TAIT DRAIN
1000mmØ EMERGENCY CULVERT - DETAIL PLAN

3
OF 3



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Review of the need of a Community Centre in Inwood
Meeting: Council - 22 Oct 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on the need of a Community Centre in Inwood be received and filed.

Background:

Staff were requested to research and develop a survey on the need for a Community Centre in Inwood. A survey was developed and approved by Council (September 24) and placed on the municipal website, municipal facebook page and the Large Item Disposal flyer. A copy of the survey results is attached. There were 105 respondents in total.

Demographics of Brooke-Alvinston

Population of Brooke-Alvinston: 2,411
 Estimated homes in Alvinston: 613 homes
 Estimated number of homes in Inwood: 160
 Estimated Number of homes in Brooke: 207

** Numbers taken from Canada Post mailings*

Comments:

Prior to amalgamation, the community of Inwood fell under "Brooke Township" and the the community of Alvinston was under the "Village of Alvinston". The two municipalities joined in 2001 under the Corporatation of the Municipality of Brooke-Alvinston.

The BAICCC is the only Community Centre in the Municipality of Brooke-Alvinston that is funded by the Municipality. The former Inwood Community Centre was fully run and operated under the Inwood Firemen's Association's direction. The Inwood Firemen's Association Hall held various functions including weddings, receptions and other community gatherings. The Municipality had no involvement with these functions. The IFA hall has recently been sold and will be owned under private ownership. The disposal of the hall by the IFA should be in accordance with the IFA incorporation papers.

In the 2017, during the full municipal strategic planning exercise, the following needs were identified: business development, investing in community Infrastructure, marketing of the Municipality, fiscal responsibility, innovation, support of community groups and effective communication. The identified needs of the planning exercise did not specify that they have to be in one area of Brooke-Alvinston vs another. One might conclude that the noted community infrastructure meant the BAICCC as that was

the only municipally owned hall. The BAICCC is the community hall and identifies that in its name, the Brooke-Alvinston-Inwood Community Centre Complex. Council should keep in the forefront that the Municipality is one unit with 2 smaller communities, each unique in their own history.

In assessing the need for a community centre in Inwood, this report only generally addresses the topic. A full comprehensive community needs assessment identifies the strengths and resources available in the community to meet the needs of community members. Full assessments focus on the capabilities of the community and provides a framework for developing and identifying services and solutions. This, was done in 2017 through a municipal strategic exercise and can also be completed in 2021 during the Official Plan Review.

Aside from the BAICCC, the community of Inwood has playground equipment that was in large part donated by the IFA and is well used. It also houses a pavilion and ball diamond that serve the population as well as Alvinston Minor Ball and other leagues in the summer. Consideration should be given to updating the washrooms to make them compliant in 2022. The park area serves the neighbourhood well.

Additionally the Inwood Library was recently remodeled and has a small but functional meeting space. In coordination with the Lambton County Library, the space can be used. The libraries serve as a multi purpose space, both in Inwood and Alvinston. Prior to COVID-19, the LKDSB also made arrangements with the Municipality to offer use of the gym at Brooke Central School for recreational sports. For several years, a privately organized volleyball league played weekly.

In Brooke-Alvinston, there are several groups or service clubs - some groups have focused on certain areas in the Municipality - the Alvinston Community Group (now disbanded) and Alvinston Arts & Activity Group, others serve the entire population such as the Brooke-Alvinston Watford Fall Fair and the Alvinston & District Optimist Club. Special events of these groups are generally geared towards the higher population areas that help raise their profiles. These clubs are open to the full municipality.

The survey results of the community questionnaire of the need for a community centre in Inwood is attached. The results indicate a community centre is not warranted.

Financial Considerations:

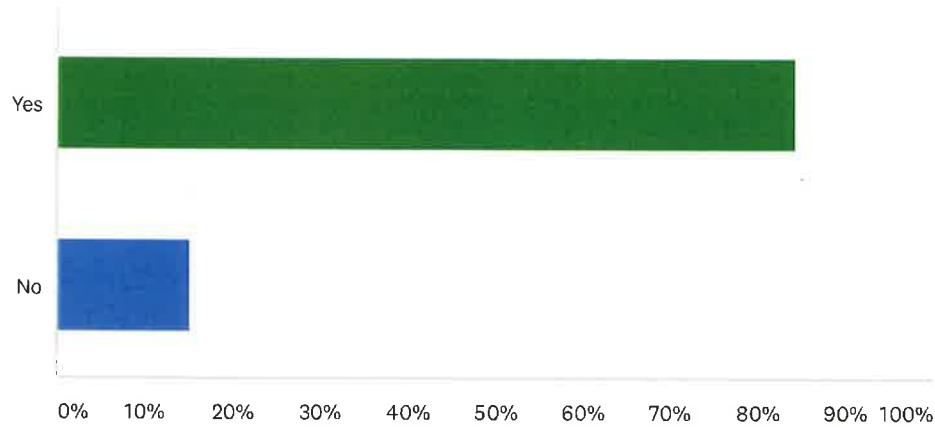
It is important to consider the budget and financial pressures as well as the strategic plan, and current capital plan priorities in determining if a subsequent community centre is warranted in a community with a population under 2,500.

ATTACHMENTS:

[poll results](#)

Q1 The Municipality owns and operates one Municipal Facility which is capable of holding large functions and meetings (pending provincial regulations). The Brooke-Alvinston-Inwood Community Centre. The facility is located in Alvinston. Do you think this facility serves the entire community sufficiently?

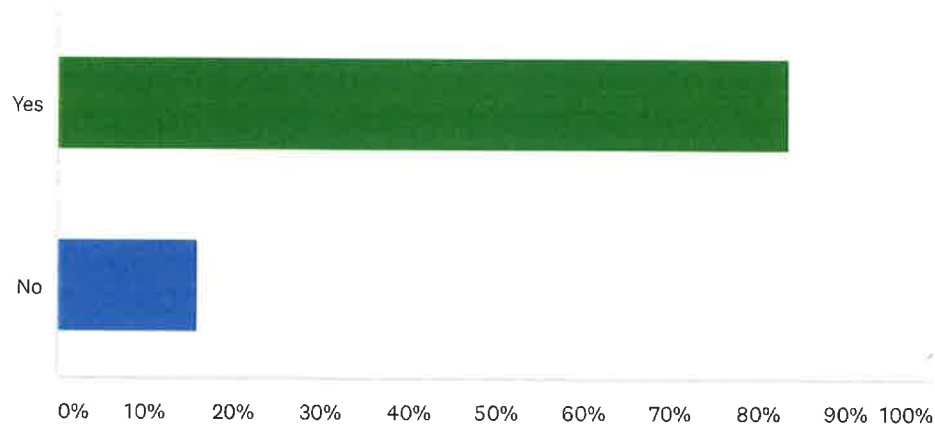
Answered: 105 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	84.76%	89
No	15.24%	16
TOTAL		105

Q2 The Municipality owns the Alvinston and Inwood Libraries which are both capable of holding small meetings (pending provincial regulations). Do you think these meeting facilities are adequate for small meeting areas?

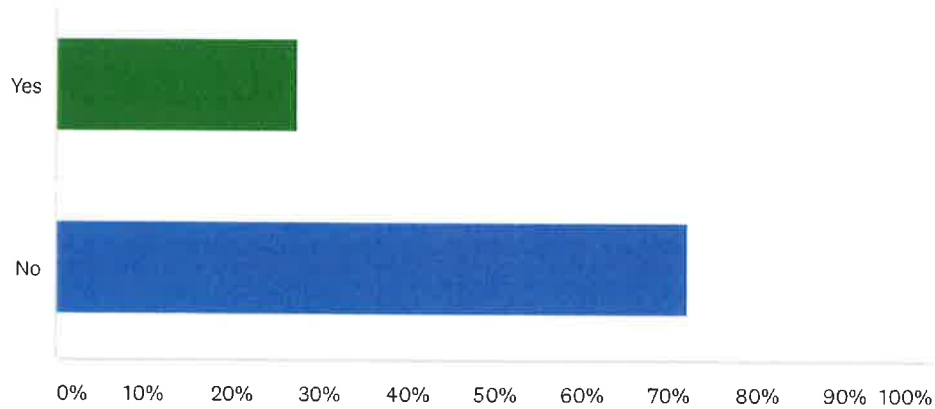
Answered: 105 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	83.81%	88
No	16.19%	17
TOTAL		105

Q3 The Community Hall in Inwood is/was owned by the Inwood Firemen's Association and rentals were managed entirely through the IFA. There were no municipal dollars spent in the operation of the Community Hall in Inwood: the Municipality contributed towards rental costs of fire bays only (approximately \$20,100 / year). Do you think the Municipality should fund a Community Hall in Inwood?

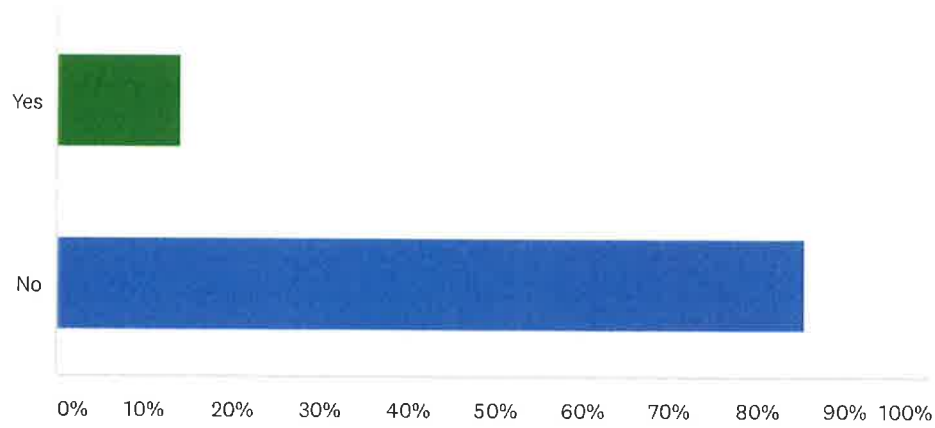
Answered: 105 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	27.62%	29
No	72.38%	76
TOTAL		105

Q4 Are you comfortable with the potential of increased taxes in funding an additional community hall in the Municipality?

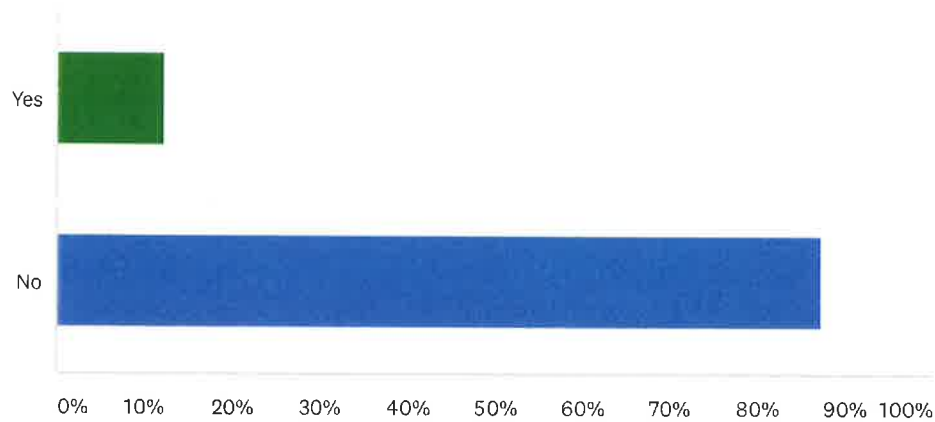
Answered: 105 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	14.29%	15
No	85.71%	90
TOTAL		105

Q5 The BAICCC is not booked to capacity and generally operates at 26% capacity for the auditorium and 32% capacity in the upper hall. In 2019 the deficit for the BAICCC including ball diamonds and ice was \$321,537. Do you think there should be another community hall operated by the Municipality in Brooke-Alvinston?

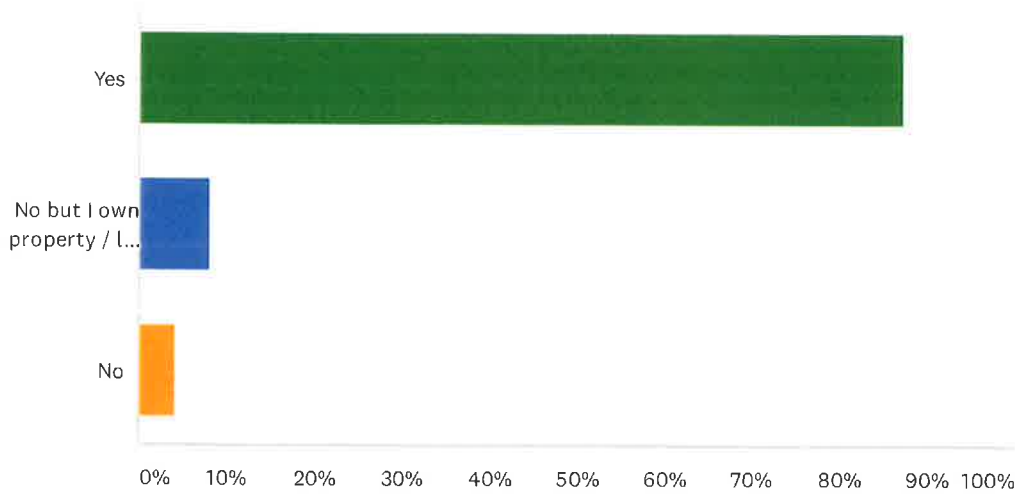
Answered: 105 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	12.38%	13
No	87.62%	92
TOTAL		105

Q6 Do you live in Brooke-Alvinston

Answered: 98 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	87.76%	86
No but I own property / land in Brooke-Alvinston	8.16%	8
No	4.08%	4
TOTAL		98



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: BAICCC Opening Update
Meeting: Council - 22 Oct 2020
Department: Parks and Recreation
Staff Contact: Kevin Miller, Parks and Recreation Supervisor

Recommendation:

That the report submitted by the Parks & Recreation Supervisor be received and filed.

Background:

The BAICCC reopened to ice users on October 5, 2020. Policies have been developed in accordance with the Lambton Health Unit to help limit the spread of COVID-19. Current provincial restrictions allow for 50 person maximums in the arena portion of the BAICCC.

We have worked with the users to allow staggered entry into the facility via the north and south entrances. Spectators are currently not allowed in the facility to keep numbers at the provincially regulated numbers. All users have signed terms and conditions agreements that this is their responsibility.

Area Municipalities are allowing some spectators and we are now looking at the concept as we get more accustomed to the new regulations.

Comments:

We are prepared, with Council direction, to approach the users and provide them the opportunity to allow spectators in designated areas as long as the users monitor and adhere to the appropriate numbers. Limited spectators would only be allowed during the practices and not allowed entry prior or after as other teams enter or leave the facility. The users would need to coordinate with the teams and spectators.

With additional staff to assist with disinfection we are comfortable with this proposal. The Municipality is ultimately responsible for adherence to provincial regulations and should a group not follow the regulations, the spectators would have to leave.

Auditorium Update

The upgrades to the auditorium are progressing. Insulation and electrical work has been completed and the drywall is being installed. We anticipate the renovations to be completed by early November.

Sound System / lighting / Flooring

All have been installed. A few final finishes to the lights in the dressing room and compressor room are still outstanding at the time of submission of this report.

Financial Considerations:

None associated with this report.



MUNICIPALITY OF BROOKE-ALVINSTON
DRAINAGE SUPERINTENDENT STAFF REPORT

Date: October 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 Drainage Requests:

McIntrye / Weed Drain

- Location: Shiloh Line
- Request received from Don Gilroy for a culvert replacement
- **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

Award the following tenders:

Thompson Drain – Fisher Ferguson Section

- Location: Hardy Creek Road
- Status:
 - Work – Brushing and cleanout / Catchbasin repairs at Hardy Creek Rd
 - Maintenance Notice sent out to the watershed
 - All Approvals received
 - Tender closed October 15, 2020
- **Recommendation: Award tender to HE Construction**

Moffatt Lucas Drain No.2

- Location: Courtright Line
- Status:
 - Work – Brushing, bottom cleanout, tree removals, and culvert replacement
 - Maintenance Notice sent out to the watershed
 - All Approvals received
 - Tender closed October 15, 2020
- **Recommendation: Award tender to Bruce Poland and Sons**

Moffatt Lucas Drain Branch

- Location: Bush Line
- Status:
 - Work – Brushing & bottom cleanout
 - Maintenance Notice sent out to the watershed
 - All Approvals received
 - Tender closed October 15, 2020
- **Recommendation: Award tender to Bruce Poland and Sons**

Ongoing Maintenance:***Contractor – JL Henderson:******Campbell Leitch Drain***

- Location: Lot 28 & 29, Concession 6
- Contractor: JLH Excavating
- Status:
 - Work – Brushing and Cleanout
 - Work to be completed this Fall 2020 when crops are off

Contractor – Bruce Poland and Sons:***McEachren Drain***

- Contractor: Bruce Poland and Sons
- Location: Lot E1/2 2, Concession 11
- Landowner: Gary Straatman
- Status:
 - Emergency Designation received from OMAFRA Minister
 - All Approvals received
 - Tender awarded to Bruce Poland and Sons on October 8, 2020

Contractor – KT Excavating:**Buurma Drain**

- Location: LaSalle Line between Little Ireland and Ebenezer Road (Lot 11, Concession 13)
- Contractor: KT Excavating
- Status:
 - Work – Catchbasin repairs
 - To be completed when crops come off

McNeil Douglas Drain – Main Branch

- Location: South of Rokeby Line west of Nauvoo Road
- Contractor: KT Excavating
- Work – tile drain repairs
- Status
 - To be completed when the corn comes off

McVicar Drain

- Location: Courtright Line – Lots 13-14, Concession 5
- Landowner: Mr. Van Damme
- Status:
 - Work – tile cleaning

Contractor – GM Construction:**Sisson Parker Drain**

- Contractor: GM Construction
- Location: Along the Sun Canadian Pipeline from Suttorville Rd to Forest Road
- Status:
 - Work - Brushing and bottom cleanout
 - Maintenance Notice sent out to the watershed
 - All Approvals received
 - Tender awarded to GM Construction on October 8, 2020

Work to be Tender / Receive Approvals

Edgar Drain No.1

- Location: Churchill Line & Hardy Creek Road - Lot 27, Concession 14
- Work – Brushing and Cleanout
- Status:
 - Maintenance Notice mailed out to affected landowners informing them of the requested work
 - Waiting for drain approvals from Fisheries and Oceans Canada

Parker Lucas Drain

- Location: Lots 5-9, Concession 13
- Landowner: Tom Shea
- Work – Brushing, bottom cleanout, and culvert replacements
- Status:
 - Maintenance Notice mailed out to affected landowners informing them of the requested work
 - Drain Approvals to obtain
 - Drain Tender for 2021 work

Kelly Drain

- Location: Lots 7-9, Concession 14
- Landowner: Gary Straatman and Tom Shea
- Status:
 - Work – Brushing & bottom cleanout
 - Maintenance Notice mailed out to affected landowners informing them of the requested work
 - Drain Approvals to obtain
 - Tender Drain for 2021 work

Smith Drain

- Location: Lot 13, Concession 6
- Landowner: Ben Opthuf
- Status:
 - Work – Brushing & bottom cleanout
 - Maintenance Notice mailed out to affected landowners informing them of the requested work
 - Drain Approvals to obtain
 - Tender Drain for 2021 work

Duffy Drain

- Location: Lots 17-18, Concession 5
- Landowner: Dave McKellar
- Status:
 - Work – Brushing & bottom cleanout
 - Maintenance Notice mailed out to affected landowners informing them of the requested work
 - Drain Approvals to obtain
 - Tender Drain for 2021 work

Construction Ready:**Kelly Drain Branch No.4**

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

Still in Report Stage:**Campbell Leitch Drain**

- Low Level Crossing Replacement
- Report in progress

Edgar Podolinsky Drain

- Report in progress

Elliott Tait Drain

- Report filed with Municipality

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
- SCRCA Enclosure Policy cancelled – onsite meeting to be scheduled

Johnson Drain

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

Logan Drain Branches – 5

- Tile drain replacement project
- Report in progress

McEachren Drain

- Emergency Culvert Replacement
- Culvert to be replaced this Fall by Bruce Poland and Sons
- Report in progress

Ruth Drain

- Tile drain replacement
- Report in progress

Steadman Drain No.1

- Report completed
- Currently with the SCRCA for review
- SCRCA Enclosure Policy cancelled – meeting to be scheduled with landowners

Thompson Drain

- Culvert Replacement
- Report in progress

For Information:

Work on the following projects are completed:

1. **8-9 Concession Drain** – work by KT Excavating under maintenance
2. **10-11 Concession Drain** - work by KT Excavating under maintenance
3. **Woods Drain** - work by Jacques Farm Drainage under maintenance
4. **Henderson Drain** - work by Jacques Farm Drainage under maintenance
5. **Ross Drain** - work by Bruce Poland and Sons under maintenance
6. **Zimmerman Drain** - work by Bruce Poland and Sons under maintenance
7. **Acton Drain / Parker Lucas Drain** - work by McNally Excavating under maintenance



4218 Oil Heritage Road
 Petrolia, Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 www.dobbineng.com

October 15, 2020

The Mayor and Council
 Municipality of Brooke-Alvinston
 3236 River Street
 Alvinston, ON
 N0N 1A0

Re: Thompson Drain Maintenance

Four (4) sealed tenders for the Thompson Drain were received and opened on October 15, 2020 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, Drainage Superintendent to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (Before HST):

- | | |
|-------------------------|------------|
| • HE Construction | \$8885.50 |
| • GM Construction | \$10330.00 |
| • J&L Henderson | \$10850.60 |
| • Bruce Poland and Sons | \$20478.00 |

Based on this review, the bid from HE Construction in the amount of \$8885.50 before HST is the lowest price tendered, and meets all of the requirements stipulated in tender documents. Therefore, I recommend that the tender be awarded to Bruce Poland and Sons for work on the Thompson Drain.

Regards,

A handwritten signature in black ink that reads 'D. Moores'. The signature is written in a cursive, slightly slanted style.

David Moores
 Drainage Superintendent / Project Manager
 R. Dobbin Engineering Inc.



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October 15, 2020

The Mayor and Council
 Municipality of Brooke-Alvinston
 3236 River Street
 Alvinston, ON
 N0N 1A0

**Re: Moffatt Lucas Drain No.2 & Moffatt Lucas Drain Branch
 Maintenance**

Five (5) sealed tenders for the Moffatt Lucas Drain No.2 & Moffatt Lucas Drain Branch were received and opened on October 15, 2020 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, Drainage Superintendent to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (Before HST):

- | | |
|-------------------------|------------------------|
| • Bruce Poland and Sons | \$31502.62 |
| • McNally Excavating | \$33809.82 (Corrected) |
| • HE Construction | \$42180.55 |
| • GM Construction | \$46508.90 |
| • J&L Henderson | \$48047.29 |

Based on this review, the bid from Bruce Poland and Sons in the amount of \$31502.62 before HST is the lowest price tendered, and meets all of the requirements stipulated in tender documents. Therefore, I recommend that the tender be awarded to Bruce Poland and Sons for work on the Moffatt Lucas Drain No.2 & Moffatt Lucas Drain Branch.

Regards,

A handwritten signature in black ink that reads 'D. Moores'.

David Moores
 Drainage Superintendent / Project Manager
 R. Dobbin Engineering Inc.

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2020

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT

WHEREAS Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances

AND WHEREAS Section 5 of the Fire Protection and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the Municipality;

AND WHEREAS Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting health, safety and well being of persons, protection of persons and property and services that the municipality is authorized to provide

AND WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, c.25, provides that a municipality may enter into an agreement with one or more municipalities to provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS the *Fire Prevention and Protection Act*, 1997, Part II, section 5(0.1), as amended, permits the Council to establish and regulate a Fire Department;

BE IT THEREFORE ENACTED by the Municipal Council of the Municipality of Brooke-Alvinston as follows:

1. DEFINITIONS

In this By-law, unless the context otherwise requires,

- a) "Agreement" means the Fire Service Agreement.
- b) "Approved" means approved by the respective municipal councils of the fire committees,
- c) "Automatic Aid" means any Approved agreement under which a municipality agrees to provide an initial response to fires, rescues and other emergencies that may occur in a part of another municipality where a fire department is capable of responding more quickly than any fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing the quickest supplemental response to fire, rescues and emergencies occurring in the part of another municipality,
- d) "Auxiliary Member" means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration.
- e) "Clerk Administrator" means the person appointed by Council to act as the Clerk Administrator for the Corporation,
- f) "Chief Fire Official" means the Assistant to the Fire Marshal who is the Fire Chief or a member or members of the Fire Department appointed by the Fire Chief under the FPPA,
- g) "Corporation" means the Corporation of the Municipality of Brooke-Alvinston,
- h) "Council" means the Council of the Municipality of Brooke-Alvinston,

- i) "Councils of the Municipalities" means the Council of the Municipality of Brooke-Alvinston and the Council of the Township of Dawn-Euphemia and the Council of the Municipality of Southwest Middlesex.
- j) "Fire Area" means the areas serviced by Brooke Fire Rescue as defined in Appendix "A" attached to this By-law.
- k) "Fire Committee" means the Committee as created by the Fire Service Agreement and includes the members of the Township of Dawn-Euphemia and Southwest Middlesex
- l) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as set out in the Fire Protection and Prevention Act,
- m) "Fire Department" means Brooke Fire Rescue, and shall include the Fire Chief, the Station Chief(s), Training Officer(s), Captain(s), Fire fighters and all Members appointed by Council. The term "Fire Department" encompasses Brooke Fire Rescue as a whole.
- n) "Fire Station" is the physical location whereby protective fire services equipment is stored.
- o) "Fire Protection Services" means services including fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services as detailed in Appendix "B" forming part of this By-law,
- p) "Firefighter" means a Fire Chief and any other person employed in, or appointed to the Fire Department and assigned to undertake Fire Protection Services, and includes a Volunteer Firefighter,
- q) "Limited Services" means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as insufficient deployment of Firefighters to safely deliver Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, obstructions, or extraordinary hazards or unsafe conditions.
- r) "Member" means any person employed in, or appointed to a Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Volunteer Firefighters, Auxiliary Members, and student firefighters.
- s) "Officer" means Fire Chief, Station Chief, Training Officer, Captain or other Member designated by the Fire Chief to supervise Firefighters,
- t) "Station Chief" means the person appointed by the Fire Chief and approved by Council to be in command of the Station they are assigned to. The person will be an Assistant to the Fire Marshal and may act on behalf of the Fire Chief during absences of the Fire Chief.
- u) "Volunteer Firefighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.

2. ESTABLISHMENT

2.1 A Fire Department to be known as Brooke Fire Rescue is hereby established and continued under this by-law and the head of the department shall be known as the Fire Chief.

3. DEPARTMENT STRUCTURE

3.1 The Fire Department shall consist of the Fire Chief, Station Chief(s), Training Officer(s), Captains, Firefighters, Auxiliary Members, and any other person(s) as may be authorized or considered necessary from time to time by the Fire Chief approved by Council.

3.2 The Fire Department shall be structured in conformance with the approved Organizational Chart as shown on Appendix "C" forming part of this by-law.

4 EMPLOYMENT

- 4.1 The Fire Chief may recommend for appointment, any qualified person as a Member of the Fire Department for Council's approval. An updated Member list will be presented to the Fire Committee and Brooke-Alvinston Council on an annual basis.
- 4.2 All recommendations for appointments, promotions, demotions and dismissals will be presented to the Brooke Alvinston Council by the Fire Chief for approval.
- 4.3 A person appointed as a Member of the Fire Department shall be on probation for a minimum of twelve (12) months unless otherwise specified. He/she shall complete any training as required by the Fire Chief.
- 4.4 A person appointed as an Auxiliary Member or Student Firefighter of the Fire Department is restricted to the terms and conditions of their appointment.
- 4.5 Any probationary Firefighter, Auxiliary Member, or Student Firefighter of the Fire Department may be discharged at any time upon recommendation by the Fire Chief to the Clerk Administrator.
- 4.6 The Fire Chief may establish a Student Firefighter Program to promote fire safety in youth and to enable those interested in the fire service a safe experience within a Fire Department.

5. FIRE CHIEF – RESPONSIBILITIES AND AUTHORITY

- 5.1 The Fire Chief is ultimately responsible to the Councils of the municipalities, through the Fire Committee, for proper administration and operation of the fire department including all fire department functions and programs.
- 5.2 The Fire Chief shall implement all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary to implement the approved policies and to ensure the appropriate care and protection of all fire department personnel and fire department equipment.
- 5.3 The Fire Chief shall review periodically all policies, orders, rules and operating procedures of the fire department and may establish an advisory committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.
- 5.4 The Fire Chief shall submit to the Fire Committee and Councils of the municipalities for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Fire Committee or Council.
- 5.5 The Fire Chief shall be deemed the Chief Fire Official of the Corporation for the purposes of the *Fire Protection and Prevention Act*, and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereunder
- 5.6 The Fire Chief shall be responsible for the enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
- 5.7 The Fire Chief shall ensure all proper measures for the prevention, control and extinguishment of fires and the protection of life and property are taken and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the Fire Chief shall be empowered to authorize:

- i. pulling down or demolishing any building or structure to prevent the spread of fire,
- ii. all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owners,
- iii. recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the Municipal Act and/or the Fire Protection and Prevention Act and in accordance with the applicable Municipal fees and charges by-law
- iv. Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and investigations, all training records of the members and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation.

6. CORE SERVICES

- 6.1 The Fire Department shall provide such Fire Protection Services as approved by Council as set out in Appendix "B" forming part of this by-law.
- 6.2 The Fire Protection Services of the Fire Department shall be provided according to the approved training, apparatus, and equipment available to the Fire Department. At no time is a member of the Fire Department to provide services beyond the limits of their training, apparatus or equipment.

7. LIMITED SERVICES

Considering the dependence by the Fire Department on the response of Volunteer Firefighters, when their deployment to emergencies or access to appropriate equipment is insufficient or other extraordinary circumstances exist, the Approved Fire Protection Services in Appendix "B" may be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, Station Chief or highest ranking Officer in charge of the response.

8. SUPERVISION

- 8.1 The Station Chief shall be the second ranking officer of the Fire Department and may act on behalf of the Fire Chief in case of absence of the Fire Chief.
- 8.2 The Members of the Fire Department while on duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place.

9. DISCIPLINE

- 9.1 Following the suspension of a member, the Fire Chief shall immediately report, in writing, the suspension and recommendation to the Fire Committee and to the Councils of the municipalities.
- 9.2 The Fire Chief may reprimand, suspend or recommend dismissal of any Member for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the Fire Chief, would be a threat to the safety or the efficiency of the fire department; the process for dismissal shall follow the municipal human resource policy

10. RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

The fire department shall not respond to a call with respect to a fire or emergency outside of the fire areas shown in Appendix "A" of this Bylaw except with respect to a fire or emergency:

- i. that, in the opinion of the Fire Chief or designate of the fire department, threatens property in the fire area,

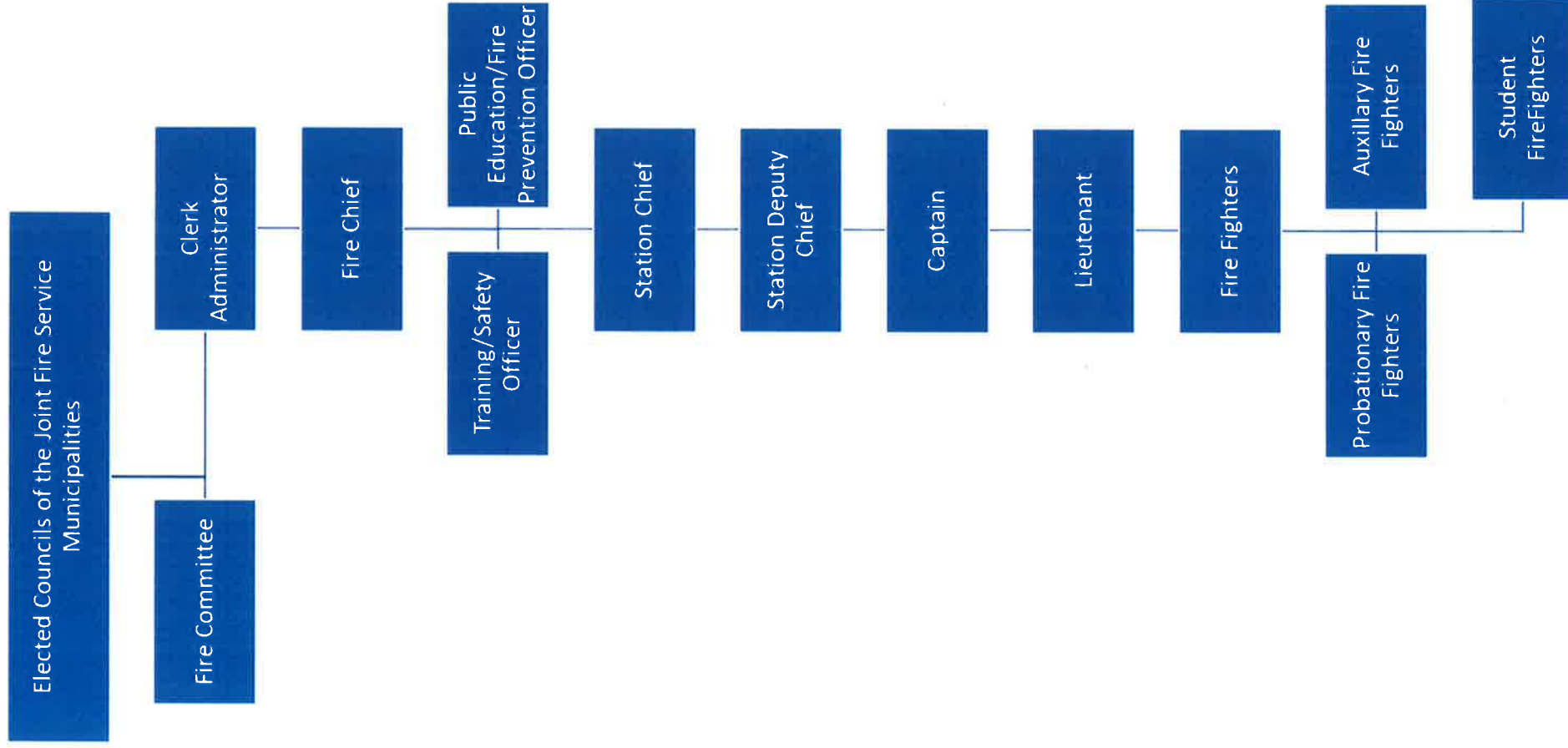
- ii. in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid,
 - iii. on property with which an approved agreement has been entered into with any person or corporation to provide fire protection services,
 - iv. at the discretion of the Fire Chief, to a municipality authorized to participate in a county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program,
 - v. on property beyond the fire area boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.
11. That this By-law rescinds all previous or existing By-laws of the Corporation on issues covered by this By-law or contrary to the opinion of this By-law.
12. This By-law shall come into force and effect on January 1, 2021.

By-law read a first, second and third time and finally passed this 22nd day of October, 2020

Mayor- David Ferguson

Clerk-Administrator -Janet Denkers

Appendix "A"
Organization Chart
By-law Number xx of 2020
By-law xx of 2020



FIRE PROTECTION SERVICES - BROOKE FIRE RESCUE

In the opinion of the Fire Chief or Officer in charge where unsafe environmental conditions exist, no or Limited Services shall be provided.

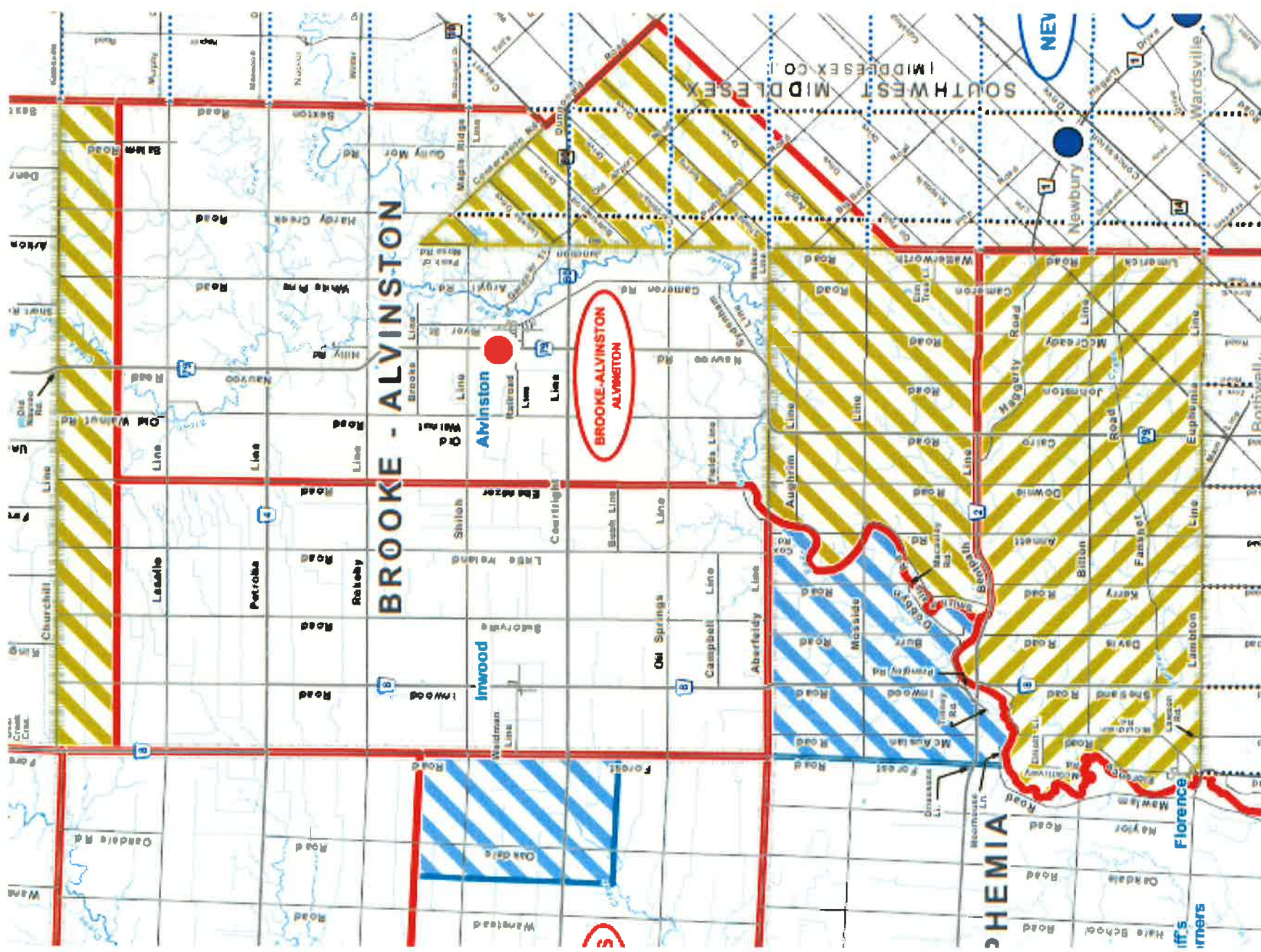
EMERGENCY RESPONSE

- a) Structural firefighting and fire attack in accordance with the Fire Department's level of training, standard operating guidelines, and available personnel and equipment available to the department on each specific emergency response.
- b) Vehicle fire fighting
- c) Grass and brush fire fighting
- d) Automatic aid
- e) Mutual aid
- f) Joint service agreements
- g) Shared service agreements
- h) Medical assist with defibrillation
- i) Vehicle collisions
- j) Vehicle extrication
- k) Public assistance
- l) Ambulance assistance
- m) Police assistance
- n) Other agencies assistance
- o) Community emergency plan participation
- p) Farm accidents
- q) Industrial accidents
- r) Land based water and ice rescue
- s) Alarm activation
- t) Awareness level hazardous materials
- u) Awareness level confined space rescue

FIRE PREVENTION AND PUBLIC EDUCATION

- a) Inspection practices, including
 - complaint or on request inspections
 - dealing with code compliance issues (mandated)
 - conducting inspections, preparing reports and issuing written responses to requests
- b) Public education practices, including
 - providing routine education programs
 - smoke alarm and carbon monoxide alarm program
 - public displays
 - distribution of fire safety information
 - other activities that demonstrate public fire safety initiatives
- c) Fire investigation practices, including
 - determining cause and origin
 - assessing code compliance
 - assessing fire suppression effectiveness
 - interacting with OFM investigator
 - supporting criminal prosecutions
 - consulting with police and other agencies
 - preparation for and appearances in court
- d) Simplified risk assessment program
- e) Open burn program

Appendix "C"
Fire Area (draft temporary map)
By-law Number xx of 2020
Schedule B of By-law xx of 2020



Southwest Middlesex Fire Department area of protection

A triangular parcel east of Alvinston, bound by Peak of Mosa Rd at Conservation Rd/Dundonald Rd, to between Argyll Dr and Oilfield Dr back to Watterworth Rd (Appendix E).

ALL CALLS will be responded to by Brooke Fire

Dawn-Euphemia FD area of protection

A parcel south of Alvinston, from Aberfeldy Line/Walker Line to Watterworth Rd to Bentpath Line to Smith Falls Road and along the Sydenham River to Aughrim Road and back to Aberfeldy Line
ALL CALLS will be responded to by Brooke Fire

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2020

BEING A BY-LAW TO ENTER INTO A FIRE SERVICES AGREEMENT TO JOINTLY MANAGE AND OPERATE A FIRE DEPARTMENT.

WHEREAS Section 9 of the *Municipal Act*, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 8 of the *Municipal Act*, 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

AND WHEREAS section 20(1) of the *Municipal Act*, S.O. 2001, c. 25, provides that a municipality may enter into an agreement with one or more municipalities to provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

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

1. That the Mayor and Clerk be authorized to execute and the Clerk to affix the Corporate Seal on behalf of the Corporation to an agreement between the Municipality of Brooke-Alvinston, Township of Dawn-Euphemia and Municipality of Southwest Middlesex a copy of such agreement being hereto attached and marked as Schedule "A" to this By-law.
2. That this By-law rescinds all previous or existing By-laws of the Municipality of Brooke-Alvinston, on issues covered by this By-law or contrary to the opinion of this By-law.
3. That this By-law shall come into full force and be effective January 1, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
22nd DAY OF OCTOBER, 2020

Mayor – David Ferguson

Clerk Administrator – Janet Denkers

SCHEDULE "A"

to

By-law Number xx of 2020

This agreement made this ____ day of _____, 2020

Between

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

-and-

THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

-and-

THE CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX

WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, c. 25, provides that a municipality may enter into an agreement with one or more municipalities to provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS the parties hereto have passed respective By-laws for entering into this joint operating agreement;

AND WHEREAS the parties hereto have agreed to jointly participate in the fire department known as "Brooke Fire Rescue" hereinafter called the "department" for the purpose of providing fire protection in the respective areas defined in this agreement;

AND WITNESSETH this agreement that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. In this agreement,
 - (a) "Fire Chief" means the chief of Brooke Fire Rescue.
 - (b) "Designate" means the person, who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of Brooke Fire Rescue, who has the same powers and authority as the Fire Chief.
 - (c) "Response area" means the areas of the participating municipalities, as described in Appendix "A" – Brooke-Alvinston Area, attached to and forming part of this agreement.
 - (d) "Department" means the fire department of the Municipality of Brooke-Alvinston.
 - (e) "Fire Protection Services" means a range of programs designed to protect the lives and property of the inhabitants of the fire department response area from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature and includes fire prevention and public education, rescue and suppression services.
 - (f) "Quorum" means at least one representative from Brooke-Alvinston and one Representative of each of the other participating municipalities.

2. A joint committee of management shall be established and shall be composed of elected officials with two (2) representatives appointed by the Council of the Municipality of Brooke-Alvinston, one (1) representative appointed by the Council

of the Township of Dawn-Euphemia and one (1) representative appointed by the Municipality of Southwest Middlesex and is to be known as the "Brooke-Alvinston Fire Committee". The fire committee representatives shall be appointed for a term as determined by their respective Councils. Any vacancy occurring in the fire committee shall be filled within thirty (30) days of same occurring by the Council of the Municipality which had appointed the member wherein the vacancy occurred. Each Council may substitute appointed members if they cannot make a meeting. Remuneration for attendance at Brooke-Alvinston Fire Committee meetings is the responsibility of the local municipality and not the Committee.

3.
 - (a) The fire committee shall appoint a chairperson, from amongst its members, at the first meeting of the fire committee annually.
 - (b) The chairperson shall preside at all meetings of the fire committee and be charged with the general administration of the business and affairs of the fire committee.
4.
 - (a) The secretary of the fire committee shall be the Clerk or his/her designate of the Municipality of Brooke-Alvinston.
 - (b) The treasurer of the fire committee shall be the Treasurer of the Municipality of Brooke-Alvinston.
 - (c) The auditor of the fire committee shall be the auditor of the Municipality of Brooke-Alvinston.
5.
 - (a) The fire committee shall hold at least four (4) regularly scheduled meetings annually, and at such other times at the call of the chairperson or on petition of a majority of the members of the fire committee.
 - (b) The fire committee shall ensure the attendance of the Fire Chief and/or his/her designate at each regular and special fire committee meeting.
6. The fire committee shall ensure that all meetings are convened and continued only when quorum is present.
7.
 - (a) All fire committee meetings shall be conducted in accordance with the Procedural By-law for the Municipality of Brooke-Alvinston.
 - (b) Draft minutes of meetings of the fire committee are to be promptly submitted to the representative. Approved fire committee minutes are to be circulated to the Council of each party to this agreement as soon as practicable.
 - (c) Quarterly financial reports will be supplied by the treasurer to the respective Fire Chief. The Fire Chief will present the financial reports to the committee at regularly scheduled meetings. The financial reports will form part of the meeting and be included in the circulation of the minutes.
8.
 - (a) The annual budget shall be prepared by the fire chief and submitted to the fire committee for conditional approval by the end of February annually. The fire committee shall conditionally approve the budget; provide copies to the participating municipalities for approval and to the Municipality of Brooke-Alvinston for approval.
 - (b) Each of the participating municipalities shall be invoiced and pay their share of the operating and capital expenditures in four installments as follows:
 - 25% of the previous year's actual expenditures in February
 - 25% of the previous year's actual expenditures in May
 - 25% of the current year's budgeted expenditures in August
 - 25% of the current year's budgeted expenditures in November

- (c) Over or under levies shall be taken into consideration in the May calculations
 - (d) Payments are due by the end of the respective month or invoice due date. Interest is to be charged on unpaid accounts.
 - (e) Each participating municipality is responsible for their own provisions for reserve fund(s) for the replacement of equipment.
9. The parties hereto agree that for the purposes of the financial terms and commitments to this agreement, that all capital and operating costs shall be financed as per percentages calculated yearly based on the weighted current value assessment (as determined by municipal by-laws) for the levy year of the areas serviced under this agreement.
- It is the responsibility of the participating municipality's Treasurer to provide the Treasurer of Brooke-Alvinston with the assessments by December 31st, or as soon as possible after MPAC releases the final assessment roll if it has been delayed and as soon as the County passes their tax ratio (weighting) by-law.
10. It shall be the responsibility of the fire committee for the preparation and recommendation to respective Councils of draft by-laws, the formulating of policies, for and relating to the administration of the department and of the fire committee.
11. The fire committee shall provide adequate facilities and equipment for the operation of the department.
12. The fire committee shall be responsible for providing fire protection to area within the boundary lines as per Appendix "A" as attached and forming part of this agreement.
13. The department shall endeavor to respond as soon as possible to all emergency calls within the defined areas (as per Appendices A) with such apparatus and personnel as per policy established by the fire committee.
14. The fire committee hereby authorizes the Fire Chief to, within the approved budget, purchase necessary parts and/or supplies and have the necessary repairs conducted to keep the apparatus and equipment in proper operating condition. The Purchasing Policy for the Municipality of Brooke-Alvinston shall be followed by the Fire Chief.
15. All parties to this agreement shall give such authority as may be necessary to the members of the department in all matters pertaining to fire protection.
16. The provision of insurance shall be provided by the Municipality of Brooke-Alvinston. Participating municipalities are to be named as parties to the insured.
17. (a) This agreement shall come into effect January 1, 2021 and shall remain in force for a period of three years, unless terminated earlier in accordance with section 19. The parties agree that this agreement shall be automatically renewed from year to year unless, not less than six (6) months prior to the annual renewal date, a participating party gives written notice indicating its desire to terminate the agreement.
- (b) If the parties agree to dissolve either or both of the department and committee, each party shall receive 100% of its share of the dissolved department assets on such dissolution.
- (c) Should one of the parties wish to propose an amendment to this agreement, such written notice shall be given to all parties at least thirty days (30) days prior to the next regularly scheduled meeting of the fire committee.

- (d) An amendment to this agreement can only be made with the unanimous consent of all parties hereto except as hereinafter provided.
- (e) A party desiring to cease participation in one of the department and committee shall be subject to the provisions of clause 19 hereof and will be compensated by the remaining parties. The share of assets shall be the higher amount as reflected on the schedule of fixed assets less the accumulated depreciation or estimated fair market value as determined by an independent appraiser chosen and approved by the committee. The Tangible Capital Asset Policy of the Municipality of Brooke-Alvinston shall apply.
18. So often as there may be any dispute between the parties to this agreement, or any of them, with respect to any matter contained in this agreement, including, but not limited to the interpretation of this agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitration's Act, R.S.O. c. 304 and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this agreement. If for any reason the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitration's Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of an agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitration's Act, R.S.O. c.25 or pursuant to any successor legislation.
19. In the event that any party to this agreement wishes to cease participating in the fire committee, they may do so provided that one (1) year's written notice is given to each of the other parties. Any written notice given as foresaid shall terminate this agreement as of December 31st of the following year in which notice is given.
20. It is agreed that, with respect to matters not dealt with in this agreement, the fire committee may formulate policies for and relating to the administration and operation of the department unless otherwise prohibited by any applicable statute or regulation passed thereunder.
21. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms thereof.
22. Upon the execution of this agreement, any existing agreements amongst the parties as amended with respect to fire protection shall forthwith become null and void.
23. In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal as void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect.
24. In witness whereof the parties have hereunto affixed the signatures of their duly authorized officers.
25. This agreement shall be known as the "Brooke-Alvinston Fire Services Agreement"
26. That By-law 45 of 2019 be rescinded effective January 1, 2021.

Corporation of the Municipality of
Brooke-Alvinston

Witness

Mayor – David Ferguson

Clerk – Janet Denkers

Corporation of the Township of
Dawn-Euphemia

Witness

Mayor - Alan Broad

Clerk – Donna Clermont

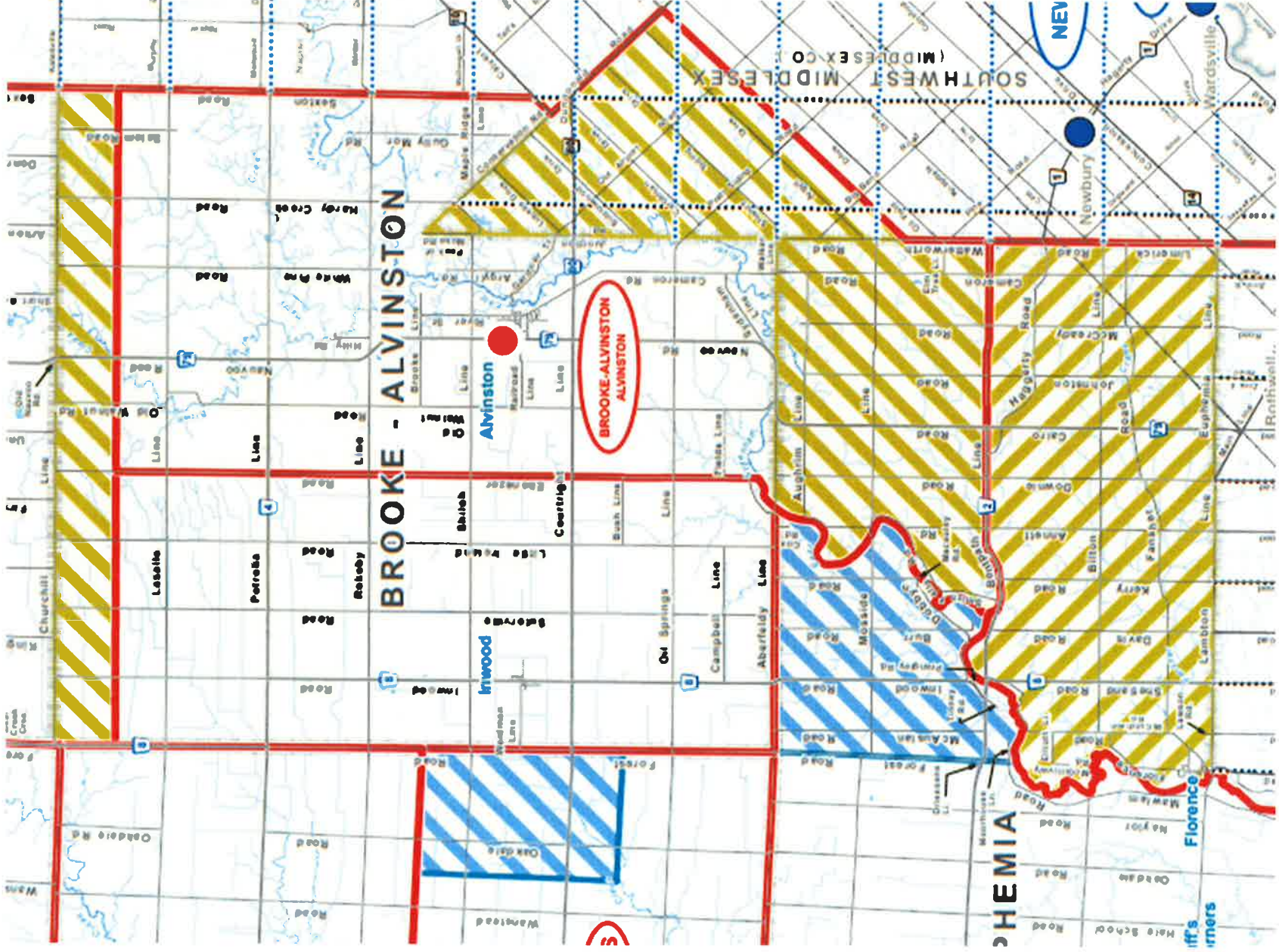
Corporation of the Municipality
of Southwest Middlesex

Witness

Mayor - Allan Mayhew

Clerk – Jill Bellchamber-Glazier

Appendix A of By-law xx of 2020
Response Area



Southwest Middlesex Fire Department area of protection

A triangular parcel east of Alvinston, bound by Mosa Rd at Conservation Rd/Dundonald Rd, to between Argyl Dr and Oilfield Dr back to Watterworth Rd (Appendix E).
ALL CALLS will be responded to by Brooke Fire

Dawn-Euphemia FD area of protection

A parcel south of Alvinston, from Aberfeldy Line/Walker Line to Watterworth Rd to Bentpath Line to Smith Falls Road and along the Sydenham River to Aughrim Road and back to Aberfeldy Line
ALL CALLS will be responded to by Brooke Fire



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Ontario Municipal Administrator's Association Virtual Conference
Meeting: Council - 22 Oct 2020
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That this report be received and filed.

Background:

Due to COVID-19, the OMAA conference was held virtually on October 8, 2020. I attended.

Comments:

The symposium opened with President Gayle Jackson (City of Orillia) welcoming delegations to the first online Fall Symposium. Minister Steve Clark (Municipal Affairs & Housing) spoke to the group in a recorded message and sent his remarks.

The first speaker was Corina Moore, President and CEO of the Ontario Northland Transportation Commission. Her talk on the "that was then / this is now" experiences in leading an organization through transformational changes was inspiring. Her focus talk was on change management which tied in well with organizational impacts with COVID-19.

The second speaker, Eric Termuende brought an energetic talk to the CAO's on workplace and company culture. He had various examples of "one-degree" shifts we can make to attract and retain talent, drive engagement and build communities that thrive.

Various small breakout sessions encouraged discussions on current issues municipalities face (not all COVID related) and small presentations from Enbridge -Renewable natural gas and Infrastructure Ontario.

I logged out of the session during the time of the Council meeting but was able to catch part of the talk of Steve Patterson (host of CBC's the Debaters). His observation of daily current events was entertaining.

Financial Considerations:

The cost of the virtual conference was \$337.87 and included conference materials and handouts.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Municipal Finance Officers' Association of Ontario - Virtual Conference
Meeting: Council - 22 Oct 2020
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That this report be received and filed.

Background:

Due to COVID-19, the MFOA conference was held virtually on September 22-25, 2020. As well as many Pre-Conference Sessions from August 25 through September 17, 2020 that I attended. This was the first time I attended the annual conference and because it was virtual, it was hard to stop letting regular work interfere with the conference. However, because most of the sessions were recorded, I was able to catch up on the sessions I missed later. Overall, it was a great conference that touched on many current topics of interest as a Municipal Finance Officer.

Comments:

The following is a summary of all the sessions that I attended:

- **Fraudulently Induced Transfer** – A Growing Concern for Municipalities
 - Speaker: Jessica Jaremchuk, Director, Risk Management Services, Frank Cowan Company
 - This presentation on how fraud today has become much more sophisticated and complex with fraudulently induced transfer crimes (otherwise known as social engineering) trending in today's marketplace. What is this costing municipalities? Do you know if you're covered? How do you educate staff? And more...
- **Public Engagement through a Multi-Year Budget:** City of London's Second Journey
 - Speakers: Martin Galczynski, Manager, Financial Planning & Policy and Zeina Nsair, Manager, Financial Modelling, Forecasting & Systems Control, City of London
 - This presentation focused on the City of London's process to develop, table and approve its second four-year Multi-Year Budget. A vital part of this process included and continues to include the development and delivery of public engagement activities focused on the municipality's budget. They shared their process of development and implementation of their public engagement activities, including a summary of approach, what worked well, what didn't, and where their respective plan goes forward as they continue through their budget cycle and relevant engagement journey.
- **Conversations that Connect:** COVID-19 Actions and Reactions
 - Panelists: Casey Brendon, Director, Revenue Services Division, City of Toronto; Clayton Pereira, Deputy Treasurer/Manager of Budgets and Planning at Town of Whitchurch-Stouffville; Maureen Zabiuk, Manager of Property Tax and Assessment, City

of Vaughan Wendy Stephanson, Chief Financial Officer, City of Ottawa; Connie Mesih, Director, Revenue & Material Management, City of Mississauga; and Moderated by Steven Radenic, Supervisor, Assessment Base Management, Town of Milton

- In this session panelists from the Ontario Municipal Tax & Revenue Association (OMTRA) examined how municipalities are facing the very real municipal revenue implications of the COVID-19 pandemic. They shared the experiences of small, medium and large Ontario municipalities as they developed plans to re-open municipal facilities, how collection processes have changed, revenue implications and strategies for long-term recovery plans. Additional topics included a coverage of how traditional payment methods may change, how municipalities are managing the collection of water arrears, and forecasting payment and default rates, and adjusting user fee revenues.
- **Property Tax: A Reorientation and Look Forward**
 - Speaker: Peter Frise, Vice President, Municipal Tax Equity Consultants Inc.
 - This session looked at where 2020 has taken us, where it has left us and where we might go from here with regards to every municipality's largest revenue source (property tax). This included: A look back at the challenges and solutions that evolved during 2020; Considering longer term relief, deferrals and/or transitional property tax measures for residents and business (or not); What we might want to see and not want to in terms of Provincial policy measures; How the "taxation" status of the property tax may be more important now and why we may want to look at non-tax revenue sources a little differently in an uncertain era; and Considering what the reassessment will look like in a post COVID real estate reality and what the pause means for 2021.
 - The overall objective of this session was to provide Municipal Finance Officers with a foundation on which to consider and reflect where 2020 has taken and left their local property tax regime and how to plot a strategic path forward.
- **Tax Sales: Post-Lockdown Considerations**
 - Speakers: Jeff Oberman, President and Mary MacCallum, Tax Sale Consultant, Realtax
 - This session addressed the lockdown and suspension of timelines for tax sales and related issues including: Concerns about delaying tax sales; Concerns about proceeding with tax sales; Social distancing at tender openings and auctions; Recalculating deadlines—which ones were suspended, which ones were not.
- **Asset Retirement Obligations**
 - Speaker: Bailey Church, Partner, KPMG
 - This session talked about the unprecedented changes in the Public Sector Accounting standards for municipalities. The ARO standard is a couple years away, and many critical scoping decisions need to be made soon to support timely implementation. At the same time, municipalities will also be adopting PSAB's standards on financial instruments (2022), and revenues (2023). It addressed what we need to do now to get our asset retirement obligation implementation on track.
- **How to Build Asset Management Maturity While Working Towards O.Reg. Compliance**
 - Speaker: John Murray, General Manager, Asset Management Strategy & Performance, PSD – Research Consulting Software
 - This session discussed how, over the next few years, Ontario municipalities can build lifecycle and risk frameworks in tandem with completing their AMPs, which will standardize levels of service. And that this will ensure the AMP itself is more comprehensive, while also allowing the municipality to minimize corporate risk, extend the life of assets, define a level of service, and derive greater value for money through their infrastructure investments.
- **What Municipal Finance Officers Need to Know About Planning**
 - Speakers: Craig Binning, Partner and Russell Mathew, Partner, Hemson

- This session highlighted the rapid growth that Ontario has experienced over the last few decades and how that growth has placed pressure on municipal services and infrastructure and ultimately, revenue sources. It suggested that, to manage growth in an effective manner, municipalities require an understanding of how to plan for development in the context of demographic, economic and social characteristics, while also balancing strategic council policies. The recent changes to the Development Charges Act and Planning Act now require a greater level of coordination and understanding between municipal finance and planning departments in order to facilitate development charges (DCs) and community benefits charges (CBCs), which are key revenue sources for communities.
- **Political Acuity** (based on the CAMA Political Acumen Toolkit)
 - Speaker: Beverly Hendry, CAMA Treasurer/Board Member-At-Large & CAO, Township of West Lincoln
 - This session talked about the Canadian Association of Municipal Administrators (CAMA) Political Acumen Toolkit that they launched in 2019. This session focused on: a high-level overview of the toolkit and positively managing Council, Federal/Provincial, and Public relationships; the importance of political acuity and the role that it plays in the day-to-day dealings of local government; tips to help you succeed and survive the challenges and unexpected situations presented by elected officials.
- **MPAC – Valuing Ontario Together**
 - Speakers: Carmelo Lipsi, Vice President and Chief Operating Officer and Mary Dawson-Cole, Director, Municipal and Stakeholder Relations (Acting), MPAC
 - This session discussed how the COVID-19 pandemic tested and strengthened MPAC's partnership with municipalities and their commitment to supporting us. It focused on their future oriented approach to support and on new cost-effective ways to collect and share data while also meeting our service level standards.
- **Water and Wastewater Services – Dealing with the Financial Impacts of COVID-19**
 - Speaker: Gary Scandlan, Director and Managing Partner, Watson & Associates Economists Ltd.
 - This session talked about the significant impact COVID-19 and its associated measures are having a on people and businesses and that municipalities are no exception. They discussed some options for expenditure and revenue management along with a discussion of the short/medium term impacts these options may have on the Water/Wastewater utility. Topic areas included: expenditure policy options, rethinking your reserve funds, short-term/ long-term debt considerations, rate reductions, financial implications, and more...
- **Best Practices in Communicating Financial Information**
 - Speaker: Jamie Black, President, F.H. Black & Company Incorporated
 - This session addressed the fact that Annual Reports and Budget Books are large, complex documents: they attempt to communicate a lot of information to the reader either about the past or outlines of plans for the future which is of critical importance if council and senior management are to make the right decisions. They provided examples of what can go wrong when data isn't communicated well and outlined some of the best practices designed to ensure that financial reports provide as much valuable information in as useful a format as possible.
- **Ethics Workshop**
 - Speaker: Shayne Kavanagh, Senior Manager of Research, GFOA US
 - This session outlined the Government Finance Officer Association's (GFOA's) new code of ethics and the values that are essential to building trust in our communities. It highlighted that putting these values into action can sometimes be difficult and that ethical tragedies are often the result of people who sit silently on the sidelines afraid or

uncertain of what to do about a transgression. This session taught a distinctive new approach to these situations called “Giving Voice to Values” by discussing real-life scenarios of ethical challenges that have occurred in governments.

- **Updates Session**
 - Speakers from: PSAB (Public Sector Accounting Board) Ministry of Finance Ministry of Infrastructure OMERS MPAC (Municipal Property Assessment Corporation)
 - The MFOA prepared a session where we heard the latest and greatest updates pertaining to the topics of significant interest to municipal finance officers. We were updated on key changes that occurred in 2020, as well as current developments and what’s coming down the pipe in the near future.
- **Discussion Forums by Population Size**
 - I Participated in a discussion forum for small municipalities with populations under 10,000. We were able to ask questions, share information and discuss issues affecting our municipalities. The agenda topics were developed by the questions, topics and/or concerns that we provided to the MFOA upon registration.
- **Everything is About to Change**
 - Speaker: Doug Griffiths President, 13 Ways Inc.
 - In this session, Mr. Giffiths talked about the disruptions that have impacted almost every industry, but meanwhile our communities have remained relatively unchanged in the last 50 years - until now. He talked about how 2020 has changed everything. He provided tools to help us navigate through change and uncertainty. He indicated that: we will feel shock about the change coming to our communities; we can understand why we and others resist change, even when it is inevitable; we need to realize the greatest challenge to our community/organization is in not being prepared; we should focus on what we can control; we must engage our community to feel the positive changes to be undertaken to deal with uncertainty; and we had better learn to address every element of a community that is affected by these changes.
- **Social Equity and Municipal Finance**
 - Speakers: Aina-Nia Grant, Director, Community Resources Section, City of Toronto; Koffi Dessou DBA, Deputy Director – Office of Equity and Human Rights, City of Portland
 - This session highlighted our local and regional government’s ability to implement policy change at multiple levels and across multiple sectors to drive larger systemic change. It provide the opportunity to join one of three forums to discuss: (a) data collection opportunities and challenges; (b) bringing equity into the budgeting process; or (c) leading transformational change at your organization.
- **MFOA’s ‘What Have We Done for You Lately’**
 - This session emphasized how the MFOA works to anticipate current and future resource and training needs of municipal finance officers. We learned more about current MFOA initiatives and ideas they have in the pipeline to benefit us. They held their Annual General Meeting, announced their 2021 Board and Financial Overview, as well as the MFOA Awards to recognize and congratulate the 2020 Award Winners who have made significant contributions with the sector and MFOA.
- **BMO Economic Update**
 - Speaker: Douglas Porter, Chief Economist, BMO Financial Group
 - In this session, he reviewed the current trends in the provincial economy with a focus on the implications for Ontario municipalities, both large and small.
- **COVID-19: A Collaborative Recovery Framework**
 - Speakers: Craig Dyer Commissioner, Corporate Services and Chief Financial Officer, Regional Municipality of Waterloo and Patrick Kelly Director of Corporate Services / Treasurer, Corporate Services, Township of Wilmot

- In this session, the members of a two-tier government structure, the Township of Wilmot and Region of Waterloo, showed how they have worked collaboratively through the significant fiscal and economic challenges presented by the COVID-19 pandemic. They gave examples of their consistent approaches and joint-advocacy efforts, that all eight (8) municipalities within the Region of Waterloo use to find ways to recover and re-build their local economies through these unprecedented times.
- **The Art of Change: The Top 3 Habits of Highly Resilient and Innovative People**
 - Speaker: Carla Rieger, Artistry of Change Inc.
 - Carla spoke about: What happens on your team when challenge hits and how some people get reactive and waste time focusing on the problem instead of working on the solution. She said, the #1 skill we need to be indispensable at work now is—the ability to unlearn and relearn again. As the world changes at faster rates, people desperately need practical tools to shift their mindset (and inspire others to do the same) to be appropriate to the situation. After 11 years of research she has identified the top 3 mindset practices of people who tend to stay innovative, solutions-oriented, adaptive, centered, healthy, communicative, and proactive in the face of constant change. She calls these people “Change Artists”. The skills of a Change Artist don’t actually need to be learned. They are innate skills that we just need to remember to access. These practices require hardly any extra time during your day, and simply train our brain to stay in as high a performance state as possible, no matter what is going on around us. We discovered how to: understand different personality styles when it comes to handling change; shift a reactive mindset to a problem-solving mindset; turn complaints, resistance and setbacks into tools for positive change; create the structures that inspire a culture of innovation.

Financial Considerations:

The cost of the virtual conference was \$452.00, plus HST and included access to more than 20 hours of Continuing Professional Development, well worth the investment.