



# MINUTES

## Council Meeting

4:00 PM - Thursday, January 14, 2021  
Virtual - Zoom Technology

The Council of the Brooke-Alvinston was called to order on Thursday, January 14, 2021, at 4:00 PM, in the Virtual - Zoom Technology, with the following members present:

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

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

### Regrets:

#### 1 CALL TO ORDER

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

\*\*Throughout the meeting, Councillor Armstrong's presence was intermittent due to his internet connection.

#### 2 DISCLOSURE OF PECUNIARY INTEREST

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

#### 3 MINUTES

a) Regular Council Meeting Minutes of December 10, 2020

##### RESOLUTION-2021-001

Deputy Mayor Frank Nemcek made a motion that the December 10, 2020 Council meeting minutes be approved as presented without any errors or omissions. Councillor Wayne Deans seconded the motion.

**Carried**

#### 4 BUSINESS ARISING FROM THE MINUTES

Councillor Nemcek questioned the ATV motion. His question was directed to later in the meeting when the by-law would be discussed.

#### 5 DELEGATIONS & TIMED EVENTS

a) Court of Revision-Elliott Tait Drain

##### RESOLUTION-2021-002

Councillor Jeannette Douglas made a motion that the Court of Revision on the Elliott Tait Drain be opened. Councillor Wayne Deans seconded the motion.

**Carried**

The Drainage Superintendent reported to Council that he received a phone call from a resident who was mistakenly identified as a property owner on the assessment schedule. He stated that the schedule of assessment has been amended to identify the correct property owner.

The Clerk-Administrator reported that she had not received any comments from ratepayers.

**RESOLUTION-2021-003**

Councillor Wayne Deans made a motion that the assessments for the Elliott Tait Drain be confirmed as presented Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**RESOLUTION-2021-004**

Councillor Jeannette Douglas made a motion that the Court of Revision on the Elliott Tait Drain be closed. Councillor Wayne Deans seconded the motion.

**Carried**

**6 CORRESPONDENCE**

- a) Public Correspondence-Conflict of Interest

**RESOLUTION-2021-005**

Deputy Mayor Frank Nemcek made a motion that a formal request be submitted to the Integrity Commissioner to determine if there was a Conflict of interest in the December 10, 2020 meeting. Councillor Jeannette Douglas seconded the motion.

**Carried**

- b) Municipal & Information Correspondence

**RESOLUTION-2021-006**

Councillor Wayne Deans made a motion that the Municipal and Information Correspondence be received and filed. Councillor Jeannette Douglas seconded the motion.

**Carried**

- c) Requiring Action

Town of Carlton Place - Prioritize Children and Childcare

**RESOLUTION-2021-007**

Councillor Jeannette Douglas made a motion that Council supports the resolution from the Town of Carlton Place to request the Government of Ontario to prioritize children and childcare as part of its overall post pandemic recovery plan; develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed childcare and early learning education; and provide increased funding to childcare providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long term sustainability for the sector. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) Municipality of Charlton and Dack - Rising Insurance Costs

**RESOLUTION-2021-008**

Deputy Mayor Frank Nemcek made a motion that Council supports the resolution from the Municipality of Charlton and Dack to call on the Province of Ontario to review recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID-19 delays, as insurance premiums will soon be out of reach for many communities. Councillor Wayne Deans seconded the motion.

## 7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Municipal Health & Safety Policy 2021

**RESOLUTION-2021-009**

Councillor Jeannette Douglas made a motion that the Council of the Municipality of Brooke-Alvinston approve the Health & Safety Statement for 2021. Councillor Wayne Deans seconded the motion.

Carried

- b) **Clerk Administrator's Report:** Committee of Adjustment Member Appointment

**RESOLUTION-2021-010**

Deputy Mayor Frank Nemcek made a motion that Christa Sawyer be appointed to the Committee of Adjustment for a three year term commencing February 1, 2021 - January 31, 2024 and that the appointment by-law be amended to reflect this. Councillor Wayne Deans seconded the motion.

Carried

- c) **Clerk Administrator's Report:** ATV Draft By-law

**RESOLUTION-2021-011**

Councillor Wayne Deans made a motion that the following draft by-law be approved and adopted. Councillor Jeannette Douglas seconded the motion.

Carried

- d) **Clerk Administrator's Report:** Draft Agreement with the Optimist Club

**RESOLUTION-2021-012**

Councillor Jeannette Douglas made a motion that the attached draft agreement be forwarded to the Alvinston & District Optimist Club for review and once all documentation is provided to the Municipality including schematic drawings with actual footprint, insurance requirements, contractor certificates, permits, approvals and bank drafts, the document be signed and formal authorization be granted. Councillor Wayne Deans seconded the motion.

Carried

- e) **Clerk Administrator's Report:** Cost of Living Adjustment 2021

**RESOLUTION-2021-013**

Deputy Mayor Frank Nemcek made a motion that having regard to local area municipal projections, that the municipal wage grid be adjusted by a cost of living increase of 1.5% for 2021 and be applied to employee wages effective January 10, 2021.

Councillor Jeannette Douglas seconded the motion.

Carried

- f) **Clerk Administrator's Report:** 2021 Mileage Rate

**RESOLUTION-2021-014**

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston approve the 2021 mileage rate of \$ 0.55 / km. Councillor Jeannette Douglas seconded the motion.

Carried

- g) **Treasurer's Report:** Accounts Payable Listing - December 2020

**RESOLUTION-2021-015**

Councillor Jeannette Douglas made a motion that Council Receive and File the Accounts Payable Listing for December 2020. Councillor Wayne Deans seconded the motion.

**Carried**

- h) **Treasurer's Report:** 2021 Municipal Insurance Renewal

**RESOLUTION-2021-016**

Councillor Wayne Deans made a motion that the Municipal Insurance Renewal Report be received and filed. Councillor Jeannette Douglas seconded the motion.

**Carried**

- i) **Treasurer's Report:** Year-to-Date (to December 31) Budget to Actual Comparisons

**RESOLUTION-2021-017**

Councillor Wayne Deans made a motion that Council receive and file the Year-to-date (to December 31) Budget to Actual Comparisons and authorize that reserve withdrawals that were budgeted and approved but not needed for 2020 be returned to reserves for use in 2021 budgeting. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- j) **Treasurer's Report:** Brooke-Alvinston Community Fund - Agreement with Sarnia Community Fund

**RESOLUTION-2021-018**

Councillor Jeannette Douglas made a motion further to Council Resolution 2020-237, that Council authorize the attached Draft Agreement with the Sarnia Community Foundation to be signed to establish the Brooke-Alvinston Community Fund; and that staff be directed to advertise for nominations to serve on the Fund's Committee and establish a process on how grants from the endowed funds will be made. Councillor Wayne Deans seconded the motion.

**Carried**

- k) **Public Works Manager's Report:** Tree Program - 2021

**RESOLUTION-2021-019**

Councillor Jeannette Douglas made a motion that the Municipality participate in the 2021 large stock tree program offered through SCRCA and subsidize the costs of the trees ordered by \$2 each. Councillor Wayne Deans seconded the motion.

**Carried**

- l) **Public Works Manager's Report:** Inwood Sidewalks - snow removal

**RESOLUTION-2021-020**

Councillor Wayne Deans made a motion that the report pertaining to the sidewalks in Inwood be received and filed; and that the Public Works Manager be authorized to spend up to \$500 / month for rental equipment to clean the sidewalks in Inwood. Councillor Jeannette Douglas seconded the motion.

**Carried**

- m) **Fire Chief's Report:** September-December 2020 Fire Summary

**RESOLUTION-2021-021**

Councillor Jeannette Douglas made a motion that the September - December 2020 fire report be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- n) **Fire Chief's Report:** Purchase from proceeds of sale of surplus apparatus

**RESOLUTION-2021-022**

Councillor Wayne Deans made a motion that Council receives the report from the Fire Chief dated January 14, 2021, regarding the purchase of a 2020 RAM 1500 Tradesman Crew Cab 4x4 Utility Response vehicle and that Council waives the requirements for a competitive process in favour of a negotiated process with Dependable for the provision of the purchase of fire apparatus, for the reason that the Fire Chief has worked with this supplier in the disposal of the 2015 International fire apparatus and has been presented an opportunity for cost savings for the sale of the 2015 International fire apparatus in return for the purchase of a 2020 RAM 1500 Tradesman Crew Cab 4x4 Utility Response vehicle that is suitable for the Municipalities immediate needs, and as the supplier has the capability to deliver the apparatus in an expedient and cost effective manner. Councillor Jeannette Douglas seconded the motion.

**Carried**

- o) **Drainage Superintendents Report:** Kelly Drains and Branches

**RESOLUTION-2021-023**

Councillor Wayne Deans made a motion that the report on the Kelly Drain Tender Opening be received and filed. Councillor Jeannette Douglas seconded the motion.

**Carried**

- p) **Drainage Superintendents Report:** Drain Maintenance Requests

**RESOLUTION-2021-024**

Councillor Wayne Deans made a motion that Council directs staff to forward the request to the Drainage Superintendent with the power to act. Councillor Jeannette Douglas seconded the motion.

**Carried**

**8 BY-LAWS**

- a) Proposed By-law 1 of 2021: Interim Tax Levies

**RESOLUTION-2021-025**

Deputy Mayor Frank Nemcek made a motion that By-law 1 of 2021 be read a first, second and third time and finally passed this 14th day of January 2021. Councillor Jeannette Douglas seconded the motion.

**Carried**

- b) Proposed By-law 2 of 2021: Penalty Charge for Non Payment

**RESOLUTION-2021-026**

Councillor Jeannette Douglas made a motion that By-law 2 of 2021 be read a first, second and third time and finally passed this 14th day of January 2021. Councillor Wayne Deans seconded the motion.

**Carried**

- c) Proposed By-law 3 of 2021: Borrowing By-law

**RESOLUTION-2021-027**

Deputy Mayor Frank Nemcek made a motion that By-law 3 of 2021 be read a

first, second and third time and finally passed this 14th day of January 2021.  
Councillor Jeannette Douglas seconded the motion.

**Carried**

- d) Proposed By-law 4 of 2021 - ATV

**RESOLUTION-2021-028**

Councillor Jeannette Douglas made a motion that By-law 4 of 2021 be read a first, second and third time and finally passed this 14th day of January 2021.  
Deputy Mayor Frank Nemcek seconded the motion.

**Carried 3-2 (opposed: Councillor Jamie Armstrong and Councillor Wayne Deans).**

**9 NEW BUSINESS**

- a) **Public Works Manager's Report: Verbal-Replacement Pick Up Truck**

The Public Works Manager reported on the motor vehicle incident that occurred Dec. 29, 2020 while an employee was on road patrol.

- b) **Status of Ice during Provincial Lockdown**

The Public Works Manager reported to Council the costs associated with keeping the ice rink operational at the BAICCC during the provincial lockdown.

**RESOLUTION-2021-029**

Councillor Jamie Armstrong made a motion that Staff be directed to remove the ice from the BAICCC immediately. Councillor Jeannette Douglas seconded the motion.

**Carried**

- c) **Councillor Inquiry:** Councillor Nemcek inquired about the status of the property located beside the Legion.

The Clerk Administrator advised that tenders would be received January 15th to fill the hole and requested authority to approve the tenders.

- d) **Councillor Comment:** Councillor Douglas thanked everyone who donated and volunteered at the Brooke-Alvinston Holiday Meal. Councillor Nemcek thanked Councillor Douglas for all of her hard work organizing the event.
- e) **Notice of Motion:** Councillor Armstrong made a notice of motion that due to electronic meetings and lockdown, unless councillors say they are not attending meetings, the meetings should be delayed 15 mins.
- f) **Notice of Motion:** Councillor Armstrong made a notice of motion that the Municipality has a look at the structure of a building committee (*for the Optimist pavilion project*) if we are to partner with the Municipality.

**10 CLOSED SESSION**

- a) Personal matters about an identifiable individual including employees

**RESOLUTION-2021-030**

Councillor Wayne Deans made a motion that Council move into closed session to discuss personal matters about an identifiable individual including employees Councillor Jeannette Douglas seconded the motion.

**Carried**

## 11 RISE AND REPORT

- a) The Clerk Administrator reported that a closed session was held to discuss personal matters about an identifiable individual including employees. It was reported out that: Council conducted the performance appraisal of the Clerk Administrator; that Council considered the recommended wage grid recommendations and discussed the Public Works Labourer position. In addition, the added item was the property standards issue on River Street.

As a result of the closed session, staff were authorized to proceed as directed in closed session; and that Council accepted the resignation of Morris Werden effective July 1, 2021 with regret.

## 12 BY-LAW CONFIRMING PROCEEDINGS

- a) Proposed By-law 5 of 2021: Confirming By-law

### RESOLUTION-2021-031

Councillor Jeannette Douglas made a motion that By-law 5 of 2021 be read a first, second and third time and finally passed this 14th day of January 2021. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## 13 ADJOURNMENT

The meeting was adjourned by Councillor Deans at 6:01 p.m.

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Clerk-Administrator

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Mayor