



AGENDA

Council Meeting

4:00 PM - Thursday, October 28, 2021
Municipal Office

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
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- 7.7. **Public Works Manager's Report:** Proposed new development - BAICCC

8. BY-LAWS

9. NEW BUSINESS

9.1. **Notice of Motion - Councillor Armstrong**

That the Municipality of Brooke Alvinston support in principle, planning and fundraising efforts for Phase 2 of the Optimist's Alvinston Arena Building Project; This project shall include but not limited to a new change room, new canteen, janitorial storage room, bar , a shared mechanical room and renovations/improvements to the front dressing rooms; The Optimist Club will be responsible for all fund raising efforts and grant applications; The Optimist club will also pursue input from all stake holders of the Alvinston arena (including municipality) to finalize plans before sending them to an architect for final drawings.

9.2. **Notice of Motion - Councillor Douglas**

That council consider amending the Procedural Bylaw to allow a hybrid type of meeting whereby members can participate in the meeting electronically or in person.

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, October 14, 2021
Municipal Office

The Council of the Brooke-Alvinston was called to order on Thursday, October 14, 2021, at 4:00 PM, in the Municipal Office, with the following members present:

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

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

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 at the appropriate time during the meeting.

3 MINUTES

a) Regular Council Meeting Minutes of September 23, 2021

RESOLUTION-2021-291

Councillor Wayne Deans made a motion that the September 23, 2021 Minutes be approved as presented, without any errors or omissions. Deputy Mayor Frank Nemcek seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Letters to Council

Jay Miller - Installation of Fence

RESOLUTION-2021-292

Councillor Jamie Armstrong made a motion that Council direct Staff to investigate the property lines at 3238 River Street and provide a report at the next meeting with options. Councillor Jeannette Douglas seconded the motion.

Carried

b) Alvinston Killer Bees - Licensed Area Proposal

RESOLUTION-2021-293

Councillor Jeannette Douglas made a motion that the discussion be tabled until the next meeting in order to provide staff the time to discuss with Mr. Cumming the proposal further. Councillor Wayne Deans seconded the motion.

Carried

- c) Municipal and General Information

RESOLUTION-2021-294

Councillor Jamie Armstrong made a motion that the Municipal and General Information as presented be received and filed. Councillor Wayne Deans seconded the motion.

Carried

- d) Central Lambton Recruitment Committee- Request for Grant

RESOLUTION-2021-295

Councillor Jamie Armstrong made a motion that the Municipality of Brooke-Alvinston donate \$300.00 to the Central Lambton Recruitment Committee for 2022. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) Christmas For Everyone Campaign - Request for Donation

RESOLUTION-2021-296

Councillor Jamie Armstrong made a motion that the Municipality of Brooke-Alvinston donate \$200.00 to the 2021 Christmas for Everyone Campaign. Councillor Jeannette Douglas seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Normal Farm Practice -Determination of Cost

RESOLUTION-2021-297

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

Carried

- b) **Clerk Administrator's Report:** November Meeting Schedule

RESOLUTION-2021-298

Councillor Wayne Deans made a motion that the regular scheduled Council meeting for November 11, 2021, be moved to November 10, 2021 at 4 p.m. Councillor Jamie Armstrong seconded the motion.

Carried

- c) **Clerk Administrator's Report:** Municipal Modernization Program Intake 3- Implementation Stream - Project Proposals

RESOLUTION-2021-299

Councillor Jamie Armstrong made a motion that Council endorse the proposed applications under the Municipal Modernization program Intake 3 - Implementation Stream:

- 1) Customized Ontario Health & Safety Consulting Services
 - 2) Upgrade of Municipal Phone System
 - 3) Improve IT connectedness – arena, shop, fire station to allow secure access
 - 4) Ipads for Councillors and other staff to reduce paper for meetings
- Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) **Clerk Administrator's Report:** Ontario Regulation 364/20 & Arena Operations

RESOLUTION-2021-300

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston authorize that effective Nov. 1, 2021, individuals aged 12 years or older must be fully vaccinated to enter the Brooke-Alvinston-Inwood Community Centre Complex in efforts to maintain consistency throughout the County. Councillor Wayne Deans seconded the motion.

Carried

- e) **Public Works Manager's Report:** Amendments to Storage Room - Pavilion

RESOLUTION-2021-301

Councillor Wayne Deans made a motion that Council direct Staff to provide additional items for consideration at the next regular session of Council including lease and insurance expectations. Councillor Jamie Armstrong seconded the motion.

Carried

- f) **Public Works Manager's Report:** Demolition Derby

RESOLUTION-2021-302

Deputy Mayor Frank Nemcek made a motion that the originally scheduled demolition derby, hosted by the Alvinston Ag Society, be approved to be held on the municipal grounds October 23, 2021 with the grounds fee waived. Councillor Wayne Deans seconded the motion.

Carried

- g) **Treasurer's Report:** Corporate Server Replacement

RESOLUTION-2021-303

Councillor Jeannette Douglas made a motion that Council approve the replacement of the Municipal Corporate Server through Keystone Technologies. Councillor Jamie Armstrong seconded the motion.

Carried

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

RESOLUTION-2021-304

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

Carried

- i) **Treasurer's Report:** Accounts Payable Listing - September 2021

- j) **Fire Chief's Report:** October Report

RESOLUTION-2021-305

Councillor Jamie Armstrong made a motion that the Fire Chief's monthly report be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

- k) **Drainage Superintendent's Report:** Monthly Report

- l) **Drainage Superintendent's Report:** Drain Maintenance Requests

RESOLUTION-2021-306

Councillor Jamie Armstrong made a motion that the report of the Drainage Superintendent be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

- m) Totten Drain

RESOLUTION-2021-307

Deputy Mayor Frank Nemcek made a motion that Council accept the request under Section 74 and give the Drainage Superintendent the powers to act and that a maintenance onsite meeting be arranged with the affected owners Councillor Jamie Armstrong seconded the motion.

Carried

- n) 9-10 Sideroad Drain

RESOLUTION-2021-308

Councillor Jamie Armstrong made a motion that Council accept the request under Section 74 and gives the Drainage Superintendent the powers to act and that a maintenance onsite meeting be arranged with the affected landowners. Councillor Wayne Deans seconded the motion.

Carried

- o) Orange Drain No. 2

RESOLUTION-2021-309

Deputy Mayor Frank Nemcek made a motion that Council accepts the request under Section 74 and gives the Drainage Superintendent the power to act and that and maintenance onsite meeting be arranged with the affected landowners. Councillor Jamie Armstrong seconded the motion.

Carried

- p) MacDougall Drain

RESOLUTION-2021-310

Councillor Jamie Armstrong made a motion that Council appoints R. Dobbin Engineering to prepare a new report under Section 78 of the Drainage Act and that an onsite meeting be arranged with the affected property owners. Councillor Jeannette Douglas seconded the motion.

Carried

- q) White Drain

RESOLUTION-2021-311

Deputy Mayor Frank Nemcek made a motion that Council accepts the request under section 74 and approves the work already completed. Councillor Jamie Armstrong seconded the motion.

Carried

- r) Tender Opening - 14th Concession Drain

RESOLUTION-2021-312

Councillor Jamie Armstrong made a motion that Council accepts the low tender from Bruce Poland and Sons in the amount of \$51,773.88. Councillor Jeannette Douglas seconded the motion.

Carried

- s) Tender Opening - McNeil Drain

RESOLUTION-2021-313

Councillor Jamie Armstrong made a motion that Council accepts the low tender from Bruce Poland and Sons in the amount of \$17,236.07. Councillor Jeannette Douglas seconded the motion.

Carried**8 BY-LAWS**

- a) Proposed By-law 46 of 2021 - Debenture (Shiloh Line)

RESOLUTION-2021-314

Deputy Mayor Frank Nemcek made a motion that By-law 46 of 2021 be read a first, second and third time and finally passed this 14th day of October, 2021. Councillor Jeannette Douglas seconded the motion.

Carried**9 NEW BUSINESS**

- a) Alvinston Optimist 2021 Santa Claus Parade Notification: Dec. 11, 2021

The Clerk Administrator noted that she was advised of the Alvinston Optimist Parade scheduled for Dec. 11th and requested suggestions from Council

- b) The Clerk Administrator noted that although the vaccine rate is high among staff and Brooke Fire Rescue members, an employee vaccination policy would be appropriate. She questioned if Council wished one to be extended to Council and Committee Members for consideration at the next meeting.

RESOLUTION-2021-315

Councillor Jamie Armstrong made a motion that the Clerk Administrator prepare a draft vaccination policy for Council and Committee members for their consideration at the next regular session of Council. Councillor Jeannette Douglas seconded the motion.

Carried

- c) The Clerk Administrator asked Council if they were conducive to recommendations for a staff / Council appreciation for 2021. Council requested a report be presented at the next regular session of Council for consideration.
- d) The Mayor requested a report be developed for the next meeting on options for a grant writer.
- e) The Mayor suggested a letter be sent to neighbouring municipalities for support of the legal process the Municipalities (Brooke-Alvinston, Dawn-Euphemia and Warwick) undertook

10 CLOSED SESSION**11 RISE AND REPORT****12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Confirming By-law

RESOLUTION-2021-316

Councillor Wayne Deans made a motion that By-law 47 of 2021 be read a first, second and third time and finally passed this 14th day of October, 2021. Councillor Jamie Armstrong seconded the motion.

Carried**13 ADJOURNMENT**

Councillor Armstrong adjourned the meeting at 5:17 p.m.

Clerk-Administrator

Mayor

RECEIVED

OCT 21 2021

Oct. 12, 2021

6.1.

To the Brooke-Alvinston Council,

Since the speed limit between Alvinston and 80 Highway has been posted at 80 km per hr., I find people are driving faster in this small section of road.

A good number of local citizens use this area as a walking/biking activity route. Now, it seems more dangerous for this purpose.

Therefore, I would like to suggest an asphalt path similar to the Plympton-Wyoming pathway between Wyoming and Reece's Corners be constructed from Alvinston to the cemetery. The roadsides are very well kept and do compliment our village's south entrance. The sidewalk presently ends at the former Catholic Church so perhaps it could start there.

This is just a suggestion for your consideration.

Thanks,

Marilyn Dolbear
3111 River St.
Alvinston.

October 23, 2021

Municipality of Brooke-Alvinston
3236 River Street, P.O. Box 28
Alvinston, Ontario
N0N 1A0



To the Attention of Brooke- Alvinston Council

We have purchased a building lot at 7952 Centre Street with the intention of building a new home in early spring 2022. In following up with the Brooke Municipal office on October 22, it was noted that there was little interest by the land owners on Centre Street (west of Elm) to engage in further discussions regarding the MIG Engineer Report to extend the water and sewage services. Therefore as a follow-up, I had a further discussion with Randy Hill concerning potential options regarding access to a secure and safe municipal water supply. Water is critical in our plans to build, where as the sewer service is not critical and will put in a septic tank.

Please accept this letter of enquiry and request to Brooke Alvinston council to allow us to privately trench a water line to our building lot from the corner of Elm and Centre, where municipal water currently resides. Our property is one property west of Centre/Elm where municipal water is present.

We appreciate and respect it would need to be trenched and connected in alignment with municipal and county bylaws. We also acknowledge and accept that if at some point in the future, municipal water does get extended west of Elm on Centre – that we would abandon our private trenched water supply line and tap into the municipal water line.

We feel that municipal water service is critical to ensure we have a safe water supply. We would prefer avoid having to dig a well and take comfort in knowing that a municipal water run system ensures regular testing and safety standards.

As our timeline of building is the spring of 2022 which is fast approaching, we feel the timeline is imminent that we formally request for approval to allow a privately trenched water line and to tap into the Brooke Alvinston water system.

We would respectfully request if we can be kept updated as to the approval and decision process to this request so that we may plan our building activities accordingly.

Respectfully yours,

 * 

Stephen and Colette Grover

colette@safetyinfocus.ca

5670 Underpass Road

Watford, Ontario, N0M2S0

Telephone: 519 719-6423

MUNICIPALITY OF BROOKE-ALVINSTON
SEPTEMBER

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE VALUE</u>
21-035	Hannah Symington, owner 4903 Forest Rd, Watford (erect single family dwelling) Cont: Ritchie Home Builders Sept 1/2021 120-040-13600	4876 Forest Rd Con 14, S Pt Lot 1	1,500.00	Res/Con 545,000 2692' ²
21-036	Art Griffith Farms Inc, 6446 Petrolia Line, Alvinston (erect 42 ft diameter grain bin) Cont: Total Grain Systems Limited, Sept 3/2021 120-040-04200	6466 Petrolia Line Con 11, E Pt Lot 3	500.00	Agr/Con 132,104 1385' ²
21-037	Art Griffith Farms Inc, 6446 Petrolia Line, Alvinston (erect 30 ft diameter grain bin) Cont: Total Grain Systems Limited, Sept 3/2021 120-040-04200	6466 Petrolia Line Con 11, E Pt Lot 3	500.00	Agr/Con 115,223 707' ²
21-038	B Acres Grain, owner 7162 Lasalle Line, Watford (erect grain bin) Cont: owner, Sept 7/2021 120-030-14400	3753 Nauvoo Rd Con 8, E Pt Lt 18	500.00	Agr/Con 50,000 660' ²
21-039	1950685 Ontario Limited 543 First Ave, Petrolia (erect 33 ft diameter grain bin) Cont: owner, Sept 14/2021 120-020-07101	6246 Shiloh Line Con 7, Pt Lot 1	500.0	Agr/Con 70,000 855' ²
21-040	Larry Chapman, owner 3658 Sutorville Rd, Alvinston (erect 27 ft diameter grain bin) Cont: owner, Sept 16/2021 120-020-10801	3658 Sutorville Rd Con 8, N Pt Lot 7 RP25R4317, Pt 1	500.00	Agr/Con 55,000 572' ²
21-041	John F Minten Farms Ltd, owner, RR #3, Watford, (erect storage shed) Cont: owner, Sept 22/2021 120-040-09600	7483 Lasalle Line Con 12, E Pt Lot 13	750.00	Agr/Con 100,000 4032' ²



BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT

PROVISIONAL CONSENT (Ont. Regulation 197/96)

DECISION – File # B008 / 2021

In the case of an application made by Paul Smith (VAMP Holdings Ltd.). The property noted is described as Lots 43 to 46, Plan 5 and the property is located on the west side of Broadway Street between Francis Street and Lisgar Street in Alvinston. The application proposes to sever the lot into two lots.

CONDITIONS:

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in digital format, if available, and property geo referenced to the NAD83 UTM Zone 17 Coordinate System and also in a form suitable for registration;
2. That a fee of \$300.00 be paid to the Municipality of Brooke-Alvinston by cash or cheque;
3. That all conditions be fulfilled within one year of the notice of decision of this consent. That the certification of consent required by Section 53(42) of The Planning Act, be obtained within one year of the notice of decision of this consent. *The Municipality will endeavour to send the applicant a reminder that the Provisional Consent is approaching its lapsing date. However, **each applicant is responsible for ensuring that the Provisional Consent does not lapse.** If the Provisional Consent does lapse (meaning the deeds have not been stamped within one year of the notice of decision of the consent), a new application will be required. There is no provision in The Planning Act for extensions to the Provisional Consents;*
4. That the applicant(s) enter into an agreement with the municipality for the apportionment of drainage assessments on the involved properties;

Members concurring in the above ruling:

Please note: Due to COVID-19, the Committee of Adjustment Meeting was held virtually by zoom. A recorded vote was held with respect to the decision. The following members voted unanimously in favour with the above ruling:

Doug Smith Nancy Faflak Christa Sawyer Frank Nemcek Wayne Deans

*** CERTIFICATION ***

I, Janet Denkers, Secretary-Treasurer for this meeting of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded electronically herein which was brought before the Committee on October 12, 2021 with the Notice of Decision being mailed October 13, 2021

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

The last day for appeal of the above decision is the 1st day of November, 2021



BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT

PROVISIONAL CONSENT
 (Ont. Regulation 197/96)

DECISION

FILE NO. B-009 / 21

In the case of an application for consent from Jim & Beth Lucan made under Section 53 of the Planning Act, as it affects the property legally described as Conc. 4 Part lot 10, in the Municipality of Brooke-Alvinston, in the County of Lambton as described in the application and shown on a sketch and municipally known as 7183 Courtright Line.

DECISION: GRANTED

CONDITIONS:

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in digital format, if available, and property geo referenced to the NAD83 UTM Zone 17 Coordinate System and also in a form suitable for registration;
2. That a fee of \$300.00 be paid to the Municipality of Brooke-Alvinston by cash or cheque;
3. That all conditions be fulfilled within one year of the notice of decision of this consent. That the certification of consent required by Section 53(42) of The Planning Act, be obtained within one year of the notice of decision of this consent. *The Municipality will endeavour to send the applicant a reminder that the Provisional Consent is approaching its lapsing date. However, **each applicant is responsible for ensuring that the Provisional Consent does not lapse.** If the Provisional Consent does lapse (meaning the deeds have not been stamped within one year of the notice of decision of the consent), a new application will be required. There is no provision in The Planning Act for extensions to the Provisional Consents;*
4. That the applicant(s) enter into an agreement with the municipality for the apportionment of drainage assessments on the involved properties;
5. That the applicant obtain a rezoning that will prohibit a residential dwelling on the retained farm parcel
6. That the septic system location be included on the survey (plotted on a copy by owner) and a copy provided to this Department for the property files

Members concurring in the above ruling:

Doug Smith (X) Nancy Faflak Christa Sawyer (X) Frank Nemcek Wayne Deans

*** **CERTIFICATION** ***

I, Janet Denkers, Secretary-Treasurer for this meeting of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded electronically herein which was brought before the Committee on October 12, 2021 with the Notice of Decision being mailed October 13, 2021

Janet Denkers, Secretary-Treasurer

The last day for appeal of the above decision is the 1 day of November, 2021

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING TOTTEN DRAIN

Drainage Act, R.S.O. 1990, Chapter D.17, s. 74

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent will be available for a maintenance site meeting for the **Totten Drain** in accordance with Section 74 of the Drainage Act.

Section 74 of the Drainage Act sets out provisions that all Municipalities are responsible for the maintenance and repair of a drainage works constructed under a by-law passed under this Act and are required to maintain each drain in good working order according to the last revised Engineer's Report, if the said drain so requires.

The Council of the Municipality of Brooke-Alvinston has scheduled an on-site meeting for the:

Totten Drain
on
November 2nd, 2021
9:30 a.m.

Location: Outlet of the Totten Drain on Little Ireland Road
(Please see enclosed map)

Dated the 18th Day of October, 2021

Janet Denkers
Clerk-Administrator

Failure to attend examination – You are hereby notified that if you do not attend at the examination, it may proceed in your absence and except as otherwise provided in the Drainage Act, you will not be entitled to any further notice in the proceedings. Statutory Powers Procedure Act., 1990, c. D.17, Last Amendment: 2010, c.16, Schedule 1, s.2.

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

Phone: 519.898.2173

Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING 9-10 SIDEROAD DRAIN

Drainage Act, R.S.O. 1990, Chapter D.17, s. 74

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent will be available for a maintenance site meeting for the 9-10 Sideroad Drain in accordance with Section 74 of the Drainage Act.

Section 74 of the Drainage Act sets out provisions that all Municipalities are responsible for the maintenance and repair of a drainage works constructed under a by-law passed under this Act and are required to maintain each drain in good working order according to the last revised Engineer's Report, if the said drain so requires.

The Council of the Municipality of Brooke-Alvinston has scheduled an on-site meeting for the:

9-10 Sideroad Drain

on

November 2nd, 2021

9:30 a.m.

Location: Outlet of the Totten Drain on Little Ireland Road
(Please see enclosed map)

Dated the 18th Day of October, 2021

Janet Denkers
Clerk-Administrator

Failure to attend examination – You are hereby notified that if you do not attend at the examination, it may proceed in your absence and except as otherwise provided in the Drainage Act, you will not be entitled to any further notice in the proceedings. Statutory Powers Procedure Act., 1990, c. D.17, Last Amendment: 2010, c.16, Schedule 1, s.2.

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING ORANGE DRAIN NO.2 DRAIN

Drainage Act, R.S.O. 1990, Chapter D.17, s. 74

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent will be available for a maintenance site meeting for the **Orange Drain No. 2** in accordance with Section 74 of the Drainage Act.

Section 74 of the Drainage Act sets out provisions that all Municipalities are responsible for the maintenance and repair of a drainage works constructed under a by-law passed under this Act and are required to maintain each drain in good working order according to the last revised Engineer's Report, if the said drain so requires.

The Council of the Municipality of Brooke-Alvinston has scheduled an on-site meeting for the:

Orange Drain No. 2

on

November 2nd, 2021

11:00 a.m.

Location: 2nd Culvert South of the Outlet on Inwood Road
(Please see enclosed map)

Dated the 18th Day of October, 2021

Janet Denkers
Clerk-Administrator

Failure to attend examination – You are hereby notified that if you do not attend at the examination, it may proceed in your absence and except as otherwise provided in the Drainage Act, you will not be entitled to any further notice in the proceedings. Statutory Powers Procedure Act., 1990, c. D.17, Last Amendment: 2010, c.16, Schedule 1, s.2.



Office of the County Warden
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

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

NEWS RELEASE

For Immediate Release

Emergency Control Group Update – October 13

Wednesday, October 13, 2021

Wyoming, ON - The County of Lambton Emergency Control Group met Wednesday, October 13 to discuss updates to the current COVID-19 situation.

At this meeting, the Emergency Control Group:

- Heard that 186,950 doses of COVID-19 vaccine have been administered in Lambton County, as of Wednesday, October 13. That represents 82.4% of individuals aged 12+ that have received at least one dose of COVID-19 vaccine, and 78.1% of individuals aged 12+ that have received two doses.
- Would like to remind residents that all eligible individuals can continue to register for a vaccine appointment or attend a drop-in clinic. Full details are listed at getthevaccine.ca. Residents are also reminded that several local pharmacies are administering COVID-19 vaccines. Lambton Public Health has a dedicated [Pharmacy page](#) on its website to direct individuals to these options.
- Discussed the possible reopening of the U.S. land border to fully vaccinated Canadian residents, and will continue to monitor for updates on the reopening status and timeline.
- Would like to remind residents that local statistics are available on the [Lambton Public Health website](#), including a detailed [community snapshot](#).

For the most up to date information regarding COVID-19 including current statistics, please visit the [Lambton Public Health website](#), [GetTheVaccine.ca](https://getthevaccine.ca) and the [Province of Ontario website](#). Facility closures and local supports and resources are listed on the [Lambton County website](#).

-30-

Please contact:

Kevin Marriott

Warden
County of Lambton
519-381-6111

kevin.marriott@county-lambton.on.ca

Lisa Leggate

Communications & Marketing Coordinator
County of Lambton
519-845-0801 ext. 5214

lisa.leggate@county-lambton.on.ca



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

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

NEWS RELEASE

For Immediate Release

GO-VAXX Mobile Vaccine Clinic Coming to Lambton County

Wednesday, October 20, 2021

Point Edward, ON – The Government of Ontario is bringing its GO-VAXX mobile vaccine clinic to the County of Lambton this month to provide first and second doses of Pfizer to anyone born in 2009 or earlier.

“We’re pleased to work with the Province and Metrolinx to bring the GO-VAXX bus to our communities,” said Dr. Sudit Ranade, Medical Officer of Health for the County of Lambton. “It provides an easy, convenient way for people to get their COVID-19 vaccine. Lambton County continues to have one of the highest rates of COVID-19 cases in the province, so I’m encouraging all currently eligible residents of Lambton County to attend one of our local vaccine clinics, a pharmacy, or the unique GO-VAXX mobile clinic to get their COVID-19 vaccine as soon as possible.”

Dr. Ranade added that the risk of a COVID-19 infection is 7 times higher for people that are unvaccinated, and unvaccinated people over 60 years of age are 28 times more likely to be hospitalized than vaccinated people.

The converted Metrolinx bus has been travelling across the province in an effort to make vaccines accessible for all Ontarians. Each GO-VAXX bus operates as a fully functioning vaccine clinic, with the necessary supplies and trained staff to provide assistance to people and ensure vaccines are administered safely. All COVID-19 safety precautions are followed on board, including the required pre-vaccination screening and post-vaccination monitoring. The buses are fully accessible and no appointment is necessary.

Anyone wishing to take advantage of the GO-VAXX bus to receive a vaccine is reminded to bring their health card. If you do not have a health card or your health card is expired, bring another form of government-issued photo identification such as a driver’s license, passport, Status card, or birth certificate.

GO-VAXX Bus Schedule

Friday, October 29 Lambton Mall (Canadian Tire parking lot) 1380 London Road, Sarnia 1 p.m. to 7 p.m. <u>Media Availability:</u> An LPH spokesperson will be onsite from 1 p.m. to 1:30 p.m.	Saturday, October 30 Food Basics 191 Indian Road South, Sarnia 11 a.m. to 5 p.m.
Sunday, October 31 Mooretown Sports Complex 1166 Emily Street, Mooretown 11 a.m. to 5 p.m.	Monday, November 1 Petrolia Farmer’s Market Pavilion 4200 Petrolia Line, Petrolia 11 a.m. to 5 p.m. <u>Media Availability:</u> An LPH spokesperson will be onsite from 11 a.m. to 11:30 a.m.

...More



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

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

NEWS RELEASE

For Immediate Release

One Book Lambton returns for third year

Wednesday, October 20, 2021

Wyoming, ON – One Book Lambton, a literary event designed to celebrate Canadian authors and unite people from around Lambton County by reading the same book, is back for a third year and the selected title will be announced during Ontario Public Library Week, October 17 – 23, 2021.

A virtual [Facebook](#) Live event will be held on Friday, October 22 at 10:00 a.m. with [The Book Keeper](#) where the selected book for One Book Lambton 2021 - 2022 will be unveiled. The announcement can be viewed by following [@LCLibraryca](#) or [@TheBookKeeper](#) on Facebook.

Past titles for One Book Lambton include *The Reason You Walk* by Wab Kinew in 2019-2020 and *Every Step She Takes* by K.L. Armstrong in 2020-2021. Between the past two years, over 1,300 copies of the books have been sold, loaned by Lambton County Library or given away as prize draws or incentives. A wide variety of programming initiatives were also launched to complement One Book Lambton topics, featuring community partners including the Canadian Civil Liberties Association, St. Joseph's Hospice, Barry and Deb Milliken from Kettle and Stony Point First Nation, and the Sarnia-Lambton Sexual Assault Survivor's Centre.

Once this year's selection has been announced, it will be available for purchase at any bookstore or to borrow from Lambton County Library. Library cardholders can reserve the book using the online catalogue at lclibrary.ca or the Iguana Library app, or by visiting a Lambton County Library location. eBooks and eAudiobooks are also available to borrow through cloudLibrary, Libby or Overdrive using your Lambton County Library card.

-30-

Please contact:

Andrea Basra

Public Services Coordinator - Adult Programs & Outreach, Lambton County Library
County of Lambton
519-845-0809 ext. 5217
andrea.basra@county-lambton.on.ca



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NEWS RELEASE

For Immediate Release

One Book Lambton announces Perdita Felicien as the featured author for 2021-2022

Friday, October 22, 2021

Wyoming, ON - One Book Lambton, an initiative aimed to unite people around Lambton County by reading the same book, is returning for another year with a raw and affecting memoir.

In partnership with The Book Keeper, Lambton County Library is excited to announce the selection for One Book Lambton 2021-2022 is *My Mother's Daughter* by Perdita Felicien.

Felicien, a Toronto native, is best known for her 2003 World Championship gold in the 100m hurdles and more recently, as the host of CBC's Tokyo Today coverage of the 2020 Olympic Games. But before she carried a nation's hopes to the 2004 Olympic Games, she carried her mother Catherine's dreams.

My Mother's Daughter is a memoir about the power of a parent's love to transform their child's life. Before the fame and success, Perdita and her mother Catherine would experience racism, domestic abuse, and even homelessness, but Catherine's will would always pull them through. *My Mother's Daughter* is available to borrow by using the online catalogue at lclibrary.ca or through the Iguana Library app, or by calling or visiting a Lambton County Library location to reserve a copy. eBooks and eAudiobooks are also available to borrow through cloudLibrary, Libby or Overdrive using your Lambton County Library card.

One Book Lambton encourages residents of Lambton County to read the book this fall. Starting in January, One Book Lambton will be hosting various programs and events that explore themes of the book, culminating in an Author Talk on April 22, 2022 at 7:00 p.m. where Felicien will discuss the book and being an author.

Visit onebooklambton.ca and follow @LCLibraryca on Facebook and Twitter to stay up to date on upcoming programs and events.

-30-

Please contact:

Andrea Basra

Public Services Coordinator - Adult Programs & Outreach, Lambton County Library
County of Lambton
519-845-0809 ext. 5217
andrea.basra@county-lambton.on.ca

October 12, 2021

AMO Policy Update – Phase I Regulations of *Conservation Authorities Act* Released

On Thursday, October 7th the Province filed three new regulations under the *Conservation Authorities Act* to implement the changes that were required by Bill 229, the *Protect, Support and Recover from COVID-19 Act (Budget Measures)*, 2020.

The three regulations are described below:

1. **Mandatory Programs and Services (O. Reg 686/21)**: prescribes the mandatory programs and services conservation authorities (CAs) would be required to provide, including core watershed-based resource management strategies. The regulation comes into effect January 1, 2022.
2. **Transition Plans and Agreements for Programs and Services (O. Reg 687/21)**: requires each CA to have a 'transition plan' that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through municipal funding. It also establishes the transition period to enter into those agreements. The regulation came into effect on October 1, 2021.
3. **Rules of Conduct in Conservation Areas (O. Reg 688/21)**: consolidates the current individual CA 'Conservation Area' regulations under S. 29 of the *Conservation Authorities Act* into one Minister's regulation that regulates the public use of CA owned land. This regulation will come into effect when the unproclaimed provisions of Part VI and VII of the *Conservation Authorities Act* that deal with development permissions come into effect.

AMO is pleased to see these regulations moving forward. Now that O.Reg 687/21 is in effect, municipal governments are encouraged to start having conversations with the CA(s) in their area as soon as possible. This will ensure that CAs are aware of the

municipal budget process, goals and timelines, and enable CAs to create a workplan by the end of 2021.

More information on the specific changes and next steps will be provided by AMO in the coming weeks.

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.



October 14, 2021

In This Issue

- AMO Youth Fellowship Program accepting applications.
- Municipal Cyber Security Toolkit.
- Consultation open on 2022 Excess Soil Registry Fees.
- Spaces remain for in demand Human Rights & Navigating Conflict Relations training.
- Free asset management on-demand webinar series.
- ROMA launches its 2022 Virtual Conference.
- Solutions to enhance mental health in the workplace.
- Teeny Tiny Summits: December 1 and March 22, 2022.
- Energy reporting deadline extended to October 15.
- Blog: Streetlights - The End of an Era.
- Canoe Vendor Spotlight: Ventrac/Toro.
- Canoe Keeps it Local.
- Two weeks until (Canoe) launch.
- ONE Investment podcast: Fixed Income Investing & Changing Interest Rates.
- Register for OMSSA's Defining Pathways to Reconciliation Forum.
- The Municipal Climate Resiliency Grants now accepting applications.
- IESO releases Natural Gas Phase Out report.
- Careers: Cambridge, Thunder Bay, Minden Hills, Whitchurch-Stouffville, Casselman.

AMO Matters

AMO is now accepting applications for its second cohort of Youth Fellows. Please view program details and application information [here](#).

October is Cyber Security Awareness Month - a campaign that raises awareness about the importance of cyber security. To assist members, AMO released a Municipal Cyber Security Toolkit of best practices that will help guide and improve your cyber security readiness. [Read it today.](#)

Provincial Matters

The Resource Productivity and Recovery Authority (RPRA) is consulting on 2022 Excess Soil Registry Fees. The deadline for feedback is November 12, 2021. More information can be found [here](#).

Eye on Events

AMO has developed [training to support](#) its members in some of the most sensitive and current issues including human rights and equity and developing skills in navigating conflict relationships. A few spaces are still available for fall sessions.

The asset management [webinar series](#) will introduce tools and templates piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). Third webinar on "Understanding Service Levels" is on Friday, October 22 at 1:00 p.m. EST. [Click here to Register](#).

Registration is open for the 2022 virtual Annual Conference and General meeting: [ROMA 2022: Rural Opportunities](#) to be held January 24 - 25. The Early Bird rate is available until November 1.

AMO's digital mental health therapy provider, [MindBeacon](#), has partnered with [Breaking Free](#) and [Togetherall](#) to bring you a one stop solution to support your employee's mental health. Each offer unique solutions that has improved mental health conditions of Canadians. Join us for a free webinar on Wednesday, October 27 at noon to learn more. [Register now](#).

The ROMA sponsored Teeny Tiny Summits are back. Join ROMA and OMAFRA in some compelling discussions on revitalizing Teeny Tiny communities. [Register today](#).

LAS

Did you miss the [O.Reg. 507/18](#) annual energy reporting deadline? The Ministry of Energy will [accept 2019 consumption data](#) up to October 15. Please email BPSsupport@ontario.ca if you have any questions about the regulation.

Since March of 2013 until early this year, the [LAS Streetlight Program](#) helped municipalities across Ontario upgrade their systems to energy efficient LED. Read our blog about how the program helped 190 municipalities save energy and money, while brightening and beautifying their communities.

Canoe Vendor Spotlight: A wide range of Toro products are available under Ventrac through the [Canoe Procurement Group](#). Mowers, snow blowers, grinders, trenchers, and more, all at low prices and without the need to RFP. [Contact Tanner](#) to find out how to take advantage of this opportunity.

Did you know the [Canoe Procurement Group](#) is designed to keep your local businesses involved? In most cases purchases are made through local dealers or retailers, saving time and money while supporting your community.

Get ready! On October 27 from 11 am - 5 pm (EST), join your colleagues from municipalities across Canada to learn how the [Canoe Procurement Group](#) helps with procurement and supports Ontario's municipal sector. [Register now](#) for the Public Procurement Summit.

ONE Investment

Podcast: [Main Street to Bay Street: Fixed Income Investing and Changing Interest Rates](#) - Listen to ONE Investment team talk about the optimal fixed income strategy



DIGITAL GOVERNMENT

October 18, 2021

Solutions to Enhance Mental Health in the Workplace

REGISTER HERE

AMO's digital mental health therapy provider, MindBeacon, has partnered with Breaking Free and Togetherall to bring you a one stop solution to support your employees' mental health. Each offer unique solutions that improve mental health conditions of Canadians.

Join us for a free webinar on Wednesday, October 27 at 12pm (ET) to learn how they have partnered up to support your employees.

MindBeacon is changing mental health care by making support available to every Canadian. Our services are accessible, affordable, and effective.

- One-stop private space to access a wide range of mental health supports
- Access therapy wherever you're most comfortable
- Receive affordable, high quality care
- Access to 24/7 Crisis Text Line
- Unlimited access to account history including therapist messages, content and more

Breaking Free Online is a confidential 24/7, evidence-based online support program designed to help residents of Ontario reduce or stop the use of over 70 substances, such as alcohol, marijuana, opioids and prescribed medications of abuse.

Togetherall takes a population health approach and seeks to democratize access to mental health support through our evidence-based, online peer-to-peer mental health community.

Togetherall is monitored and moderated 24/7 by licensed and registered mental practitioners to ensure:

- Members can anonymously seek and provide support in a safe and inclusive online space
- Vulnerable or at-risk members are identified and escalated to appropriate crisis

supports

- Members are aware of other resources available to them and are guided as appropriate

If your municipality is interested in any of the AMO/LAS service offerings or you require further information, please contact Nicholas Ruder, Research Advisor, AMO/LAS at nruder@amo.on.ca or at (416) 971-9856 x411.

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



ONLINE TRAINING

October 19, 2021

AMO Training Navigating Conflict Relationships as an Elected Official

New Date added - December 8/9, 2021

This training is an opportunity to gain skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

Elected officials run for municipal office for a variety of reasons which include providing leadership, stewardship and improving their local communities.

However municipal life is very much a people-oriented business, meaning elected representatives must engage in and build a wide variety of relationships with constituents, municipal staff, other elected officials, other orders of government and community organizations to name a few.

Not all relationships are smooth sailing and conflicts are inevitable. Sometimes the waters become choppy especially when navigating challenging relationships and conflict situations.

Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out their collective responsibilities as decision-makers of their communities.

During this 2-part virtual, interactive workshop, we will explore the constructs, traps and pitfalls of conflict relationships, why relationships may go wrong and how to approach, plan and execute relationships successfully using practical tips, tools and real-world examples.

Who Should Attend?

Locally elected municipal representatives.

Learning Objectives:

- The typical patterns of behaviour that give rise to creating “conflict traps” and how to escape from them.
- The secrets of neuroscience and how this knowledge can give us a heads-up on what we should do in the moment.

- Understanding conflict styles and how these can create obstacles or pave the way toward collaboration.
- The importance of moving from a position-based to an interest-based approach in order to create a win-win, value-add relationship.
- The roles of empathy and assertiveness in relationship formation.
- Learning effective and practical communication tools which include:
 - o Avoiding communication blockers,
 - o First words to use,
 - o The difference between Acknowledging vs. Agreeing,
 - o A simple yet powerful 4-step technique to assist in having better and more collaborative conversations.

Date:

- Part 1: December 8, 2021 - 10am-12:30pm
- Part 2: December 9, 2021 – 10am-12:30pm

Registration:

- \$200.00 + HST
- Limited to 20 participants (first come first served)

**** A \$50.00 cancellation fee applies****

[Register here.](#)



Session Facilitator: [Sharad Kerur](#)

Sharad Kerur created and leads Resolution Pathways as its CEO which assists people and organizations to resolve conflicts.

Sharad has a Bachelor of Commerce (Honours) and Master of Industrial Relations from Queen's University, with a focus on negotiation theory and alternative dispute resolution methods.

For over 30 years, Sharad held senior level positions in the union and association sectors. His most recent position was Executive Director of the Ontario Non-Profit Housing Association (ONPHA), Canada's largest non-profit housing association. As a

result, he has a strong grasp on the “business” of non-profit organizations and associations, and real-world experience in negotiation and mediation.

He is Harvard-trained having obtained a Certificate in Mediating Disputes and a Certificate in Negotiating Difficult Conversations from the Harvard Negotiation Institute (Harvard Law School) and also holds a Certificate in Dispute Resolution and an Advanced Certificate in Dispute Resolution, both from the University of York located in Toronto.

Sharad holds a Q.Med (Qualified Mediator) designation from the ADR Institute of Ontario, is an accredited C.C.Med (Chartered Community Mediator) from the Ontario Community Mediation Coalition, is a CINERGY® Certified Conflict Management Coach, and is a Certified Workplace Fairness Analyst accredited by the Workplace Fairness Institute of Canada.

He has also obtained a Certificate in Civil Procedures for Non-Lawyer Mediators from the ADR institute of Ontario.

Currently he is on the Community Mediation Roster and Associate Mediation Roster with St. Stephen's Community House (Conflict Resolution & Training), where he has also served as an instructor in their mediation and conflict resolution training programs and the mediation roster for the Office of the Independent Police Review Director (OIPRD).



POLICY UPDATE

October 21, 2021

AMO Policy Update – OMPF Allocations and LTC Development Call

2022 OMPF Allocations Announced

The Ministry of Finance has issued allocation notices for the 2022 Ontario Municipal Partnership Fund (OMPF). As previously announced at the AMO Conference in August, the total funding envelope will remain at \$500 million. These dollars are distributed to 389 municipal governments across the province and provide unconditional operating support for local frontline services. This early announcement of the 2022 OMPF allocations is much appreciated.

For 2022, a further \$2 million is being targeting to rural farming municipalities through an enhancement to the Rural Communities Grant. This will provide up to an additional \$5 per household to municipalities with the highest levels of farmland.

Letters to Heads of Council and Treasurers have been sent at this time and the allocation notices may also be viewed on the Ministry's [website](#). The Ontario Municipal Partnership Fund (OMPF) provides unconditional operating support from the province to municipal governments. It uses an equalization approach to address fiscal challenges in rural and northern communities, with funding based on various community fiscal health indicators.

Historical OMPF Allocations (in millions of \$):

Component	2015	2016	2017	2018	2019	2020	2021	2022
Assessment Equalization Grant	149	149	149	149	149	149	149	149
Northern Communities Grant	79	84	84	89	89	89	89	89
Rural Communities Grant	138	143	148	150	150	150	152	154
Northern and Rural Fiscal Circumstances Grant	55	67	82	89	89	89	92	93
Transitional and Stabilization Grants (incl. Northern & Rural Social Program)	94	61	41	33	28	23	18	16
TOTAL OMPF	515	505	505	510	505	500	500	500*
*Numbers may not add up due to rounding.								

Call for Long-Term Care Development Proposals

The provincial government has opened a new call for applications to develop long-term care homes as part of the commitment to deliver 30,000 net new beds over 10 years. Everyone interested in building and redeveloping long-term care homes is invited to apply, including existing non-profit, for-profit and municipal long-term care operators, as well as organizations new to the long-term care sector.

Applicants are encouraged to submit their application as soon as possible, as they will be evaluated in the order in which they are received. Successful applicants will be announced in early 2022. More information is available at <http://ontario.ca/developingltc>.

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.



October 21, 2021

In This Issue

- Dress Purple Day 2021 is on October 27.
- Municipal Cyber Security Toolkit.
- Phase I regulations of *Conservation Authorities Act* released.
- Free asset management on-demand webinar series.
- Solutions to enhance mental health in the workplace.
- ROMA 2022: Program insights.
- ROMA 2022: Request for delegation meetings.
- New date added for navigating conflict training.
- Canoe Public Procurement Summit rescheduled to November 17.
- Canoe vendor spotlight: HMI Industries.
- ONE Investment podcast: Fixed Income Investing & Changing Interest Rates.
- Careers: Simcoe County and Office of the Fire Marshal & Emergency Management.

AMO Matters

AMO supports Ontario Association of Children's Aid Societies' Dress Purple Day to show that municipalities are integral to the safety and well-being of children, youth, and families. Learn how your municipality can get involved [here](#).

October is Cyber Security Awareness Month - a campaign that raises awareness about the importance of cyber security. To assist members, AMO released a Municipal Cyber Security Toolkit of best practices that will help guide and improve your cyber security readiness. [Read it today.](#)

Provincial Matters

On October 7th Ontario filed three new regulations under the *Conservation Authorities Act*. There are important deadlines to be aware of. Stay tuned for more information and guidance on these changes.

Eye on Events

The asset management [webinar series](#) will introduce tools and templates piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). Next webinar on "Using Risk Assessment to Identify Local Priorities" is on October 29 at 1:00 p.m. EST. [Click here to Register.](#)

AMO's digital mental health therapy provider, [MindBeacon](#), has partnered with [Breaking Free](#) and [Togetherall](#) to bring you a one stop solution to support your employee's mental health. Each offer unique solutions that has improved mental

health conditions of Canadians. Join us for a free webinar on October 27 at noon to learn more. [Register now](#).

ROMA 2022: Rural Opportunities will be a robust two-day conference with keynote addresses, panels, and concurrent sessions on timely and important issues to rural municipalities.

To request delegation meetings as part of your ROMA 2022 Conference experience please visit the [following link](#) for information on how to submit your request. The deadline is November 15, 2021.

AMO's in demand training on skills for elected officials to navigate conflict relations is available for one more session in 2021. Sign up for the December 8 and 9 session [here](#). Limited seats available.

LAS

The Canoe Public Procurement Summit has been moved from October 27 to **Wednesday, November 17, 2021 at 11 am**. Join municipalities across the nation to learn the best strategies for public procurement in Canada and how Ontario municipalities can leverage the buying power of over 5000 public entities. [Register now](#) for this exciting first-ever event!

Canoe Vendor Spotlight: HMI Industries' contract makes commercial level air purification available through the Canoe Procurement Group. Keep your offices safe by removing harmful viruses, bacteria, allergens, airborne chemicals, and more. [Contact Tanner](#) for more information.

ONE Investment

Podcast: Main Street to Bay Street: Fixed Income Investing and Changing Interest Rates - Listen to ONE Investment team talk about the optimal fixed income strategy during the current low interest rate environment. How can investors position their portfolios in response to the rate changes?

Careers

Real Estate Negotiator/Acquisition Specialist - County of Simcoe. The Specialist reports to the Manager, Real Estate and is primarily responsible for providing support to the Manager and client departments with real estate needs including research, site selection, negotiation and appraisal for acquisition, and disposal of real property and property rights. View the job description and submit your application [online](#) by November 1, 2021.

Liaison Officer - Office of the Fire Marshal and Emergency Management. Act as a liaison and advisor in the development, implementation and monitoring of emergency management programs and handling of emergency management issues across governments and non-government organizations (NGO) with Emergency Management

Janet Denkers
 Clerk-Administrator
 Township of Brooke-Alvinston
 P.O. Box 28, 3236 River St.,
 Alvinston, Ontario
 N0N 1A0

Good afternoon Janet:

Attached is a single PDF containing the call for nominations to join the 2022-2023 Good Roads Board of Directors. Please download the attachment and place it on your next Council agenda for information.

Any member of Council or a permanent full-time staff from a Good Roads member municipality or First Nation who is interested in being considered as a candidate for a position on the Board of Directors must complete the attached Nomination Consent form found below and submit it along with a résumé to the attention of Rick Harms, Chair of the Nominating Committee no later than 1700 h Eastern Time on November 19, 2021. Nominations can be emailed to info@ogra.org or mailed to Good Roads, 1525 Cornwall Road, Unit 22, Oakville, Ontario L6J 0B2.

The Nominating Committee will meet on November 24, 2021, to recommend a slate of directors to the membership.

Questions regarding the nomination process or serving on the Board of Directors can be directed to Scott Butler at scott@ogra.org or 416-564-4319.

Sincerely,



Scott R. Butler
 Executive Director

c: Rick Harms, Chair, Nominating Committee

1525 Cornwall Rd Unit 22
Oakville, ON L6J 0B2
+1 289 291 6472

Call for Nominations to the 2022-2023 Good Roads Board of Directors

To: Head and Members of Council
Chief and Council

From: Scott Butler, Executive Director

Date: October 14, 2021

Pursuant to Good Roads Policy B-008, the Nominating Committee of the 2021-2022 Good Roads Board of Directors will present a slate of 11 directors to attendees at the Annual Good Roads Conference taking place February 27 – March 02, 2022, at the Fairmont Royal York in Toronto, Ontario.

The Good Roads Board of Directors understands the strength that diversity provides and is committed to achieving equity and inclusion on its leadership team. Women and individuals from equity seeking groups are encouraged to apply.

The following directors will automatically serve on the 2022-2023 Board of Directors:

- **President:** Paul Schoppmann – Mayor, Municipality of St.-Charles;
- **First Vice-President:** John Parsons – Division Manager, Roads Operations, City of London;
- **Second Vice-President:** Bryan Lewis – Councillor, Town of Halton Hills; and
- **Immediate Past President:** Dave Burton – Mayor, Municipality of Highlands East.

The Nominating Committee will put forward a slate comprised from Good Roads' municipal and First Nations membership. The slate will satisfy the geographic requirements prescribed in Section 12 of the Constitution as well as the criteria in Policy B-008.

The Constitution can be viewed in its entirety on the Good Roads website.

The following vacancies need to be filled:

.../2

City of Toronto**1 Vacancy**

The City of Toronto Zone consists of the City of Toronto.

Northern Zone**2 Vacancies**

The Northern Zone consists of the municipalities within and First Nations adjacent to the Districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming; municipalities in and including the District of Muskoka and the City of Greater Sudbury.

South Central Zone**0 Vacancies**

The South Central Zone consists of the municipalities within and First Nations adjacent to the Counties of Dufferin, Grey, Simcoe, and Wellington, and municipalities in and including the Regional Municipalities of Durham, Halton, Niagara, Peel and York, and the City of Hamilton.

Southeast Zone**2 Vacancies**

The Southeast Zone consists of the municipalities within and First Nations adjacent to the Counties of Frontenac, Haliburton, Hastings, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Peterborough, Prescott and Russell, Prince Edward, Renfrew, and Stormont, Dundas and Glengarry, and the Cities of Kawartha Lakes and Ottawa.

Southwest Zone**1 Vacancies**

The Southwest Zone consists of the municipalities within and First Nations adjacent to the Counties of Brant, Bruce, Elgin, Essex, Haldimand, Huron, Lambton, Middlesex, Norfolk, Oxford, and Perth, the municipality of Chatham-Kent, and municipalities in and including the Regional Municipality of Waterloo.

Those elected shall serve for a two-year term ending on Wednesday, February 28, 2024.

Any member of Council or a permanent full-time staff from a Good Roads member municipality or First Nation who is interested in being considered as a candidate for a position on the Board of Directors must complete the attached Nomination Consent form found below and submit it along with a résumé to the attention of Rick Harms, Chair of the Nominating Committee no later than 1700 h Eastern Time on November 19, 2021. Nominations can be emailed to info@ogra.org or mailed to Good Roads, 1525 Cornwall Road, Unit 22, Oakville, Ontario L6J 0B2.

The Nominating Committee will meet on November 24, 2021, to recommend a slate of directors to the membership. The Nominating Committee is comprised of the following directors:

Chair:	Rick Harms, Immediate Past President
Vice Chair:	Rick Kester, Past President
Members:	John Parsons, OGRA Second Vice-President
	Paul Ainslie, OGRA Director
	Cheryl Fort, OGRA Director

Questions regarding the nomination process or serving on the Board of Directors can be directed to Scott Butler at scott@ogra.org or 416-564-4319.

Sincerely,



Scott Butler
Executive Director

c: Rick Harms, Chair, Nominating Committee

1525 Cornwall Rd Unit 22
Oakville, ON L6J 0B2
+1 289 291 6472

Nomination/Consent Form for the 2022-2023 Good Roads Board of Directors

Nominee Name:

Title:

Municipality:

Nominated by:

Title:

Municipality:

Seconded by:

Title:

Municipality:

**Nominee
Signature**

Date

This form must be received e-mail (info@ogra.org) to the attention of Rick Harms, Chair of the Nominating Committee, by 1700 h Eastern Time on Friday, November 19, 2021.

Good Roads

Enbridge Gas Inc. has applied to raise its natural gas rates effective April 1, 2022, to recover costs associated with the federal government's Greenhouse Gas Pollution Pricing Act, and to recover certain related account balances and other changes.

Learn more. Have your say.

Enbridge Gas Inc. (Enbridge Gas) has applied to the Ontario Energy Board for approval to increase its rates effective April 1, 2022, to recover the costs associated with meeting its obligations under the federal government's *Greenhouse Gas Pollution Pricing Act*. Enbridge Gas has also applied to recover from customers the balances in the related deferral and variance accounts as well as making changes to those accounts to recognize the change from the federal Output-Based Pricing System to the provincial Emissions Performance Standards.

The *Greenhouse Gas Pollution Pricing Act* establishes a carbon pricing program under which a natural gas utility in Ontario, such as Enbridge Gas, is required to pay a carbon charge to the federal government for emissions from the natural gas that it delivers to its customers, and for excess emissions from the operation of Enbridge Gas's natural gas distribution system. The federal carbon charge came into effect on April 1, 2019, increased on April 1, 2020 and on April 1, 2021, and will increase again on April 1, 2022.

Enbridge Gas Inc. says that if its application is approved as filed, it will have the following bill impacts:

- A typical residential customer in the EGD rate zone (former customers of Enbridge Gas Distribution Inc.) will see a bill increase of \$47.81 beginning April 1, 2022. This is composed of a \$47.05 yearly bill increase arising from the 2022 carbon charges, plus a one-time charge of \$0.76, to recover the balances in the related deferral and variance accounts.
- A typical residential customer in the Union South rate zone (former customers of Union Gas Limited), will see a bill increase of \$43.41 beginning April 1, 2022. This is composed of a \$43.14 yearly bill increase from the 2022 carbon charges, plus a one-time charge of \$0.27, to recover the balances in the related deferral and variance accounts.
- A typical residential customer in the Union North rate zone (former customers of Union Gas Limited), will see a bill increase of \$43.48 beginning April 1, 2022. This is composed of a \$43.14 yearly bill increase from the 2022 carbon charges, plus a one-time charge of \$0.34, to recover the balances in the related deferral and variance accounts.

Other customers, including businesses, may be affected.

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas. During the hearing, which could be an oral or written hearing, we will question Enbridge Gas on its application. We will also hear questions and arguments from individuals that have registered to participate (called intervenors) in the OEB's hearing.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Enbridge Gas's application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor you can ask questions about Enbridge Gas's application and make arguments on whether the OEB should approve Enbridge Gas's request. Apply by **November 5, 2021** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

LEARN MORE

Our file number for this case is **EB-2021-0209**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2021-0209** on the OEB website: www.oeb.ca/participate. You can also phone our Public Information Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. Enbridge Gas has applied for a written hearing. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **November 5, 2021**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15 Schedule B.



Ontario
Energy
Board

Commission
de l'énergie
de l'Ontario

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 326-5000
 Toll Free: 1-866-517-0571
 SOLGEN.Correspondence@ontario.ca

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 SOLGEN.Correspondence@ontario.ca



132-2021-4188

By email

October 14, 2021

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

On behalf of the Ministry of the Solicitor General, I want to thank all municipalities, together with their multi-sectoral partners, that have taken steps towards developing, adopting and implementing their local community safety and well-being (CSWB) plans.

As you know, the ministry extended the deadline for the completion and adoption of CSWB plans to July 1, 2021, to provide municipalities with an additional six months from the original deadline of January 1, 2021. Since then, we have received an overwhelming response from municipalities regarding their CSWB planning progress. This includes the submission of completed and interim plans and status updates. To date, of the 372 municipalities required to prepare and adopt a CSWB plan, 95 per cent (356 municipalities) have plans that are completed or in progress.

The development and completion of these plans demonstrates municipal leadership and commitment to proactively addressing crime and complex social issues facing your communities. Municipalities are best positioned to work with local partners to develop effective community strategies and programs and create sustainable communities that respond to local needs and conditions.

At this time, we are encouraging municipalities who have not already done so, to please submit their completed CSWB plan or provide an update on their CSWB planning status to the ministry via the following email address: SOLGEN.Correspondence@ontario.ca. Additionally, as a reminder, municipalities are required to publish their completed plans online within 30 days of adoption.

As you may be aware, under the *Police Services Act*, the Solicitor General has the power to enforce the CSWB planning requirements by appointing a CSWB planner to any municipalities that repeatedly and intentionally fail to complete a plan, at the municipality's expense. However, our government recognizes that municipalities are currently facing unprecedented circumstances in their communities due to the on-going impact of COVID-19. We also understand that some municipalities may experience delays in their planning and engagement processes as a result of the pandemic.

.../2

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

Ministry staff will continue to look for ways to support our municipal partners to ensure they are able to meet their legislative requirements for CSWB planning. Where possible, municipalities are encouraged to explore alternative and innovative approaches to continue on-going planning efforts, such as through virtual engagement (e.g., webinars, teleconferences, online surveys, etc.).

Municipalities are also encouraged to continue to work with respective police services, local multi-sectoral partners, and community members on the development and implementation of local CSWB plans. Localized, community-driven collaboration remains key to the success of CSWB planning, given the focus on creating workable solutions that are grounded in and tailored to individual community needs and features.

If you have any questions about CSWB planning, please contact Shamitha Devakandan, Community Safety Analyst, Public Safety Division, at Shamitha.Devakandan@ontario.ca.

I greatly appreciate your continued efforts as we move forward on this modernized approach to CSWB together. It is by working together that we can truly build safer and stronger communities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', with a stylized, cursive script.

Sylvia Jones
Solicitor General

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7100**October 19, 2021****MEMORANDUM TO:** Municipal Chief Administrative Officers and Clerks**SUBJECT:** Enhanced COVID-19 Vaccine Certificate with QR Code and Verify Ontario App Available for Download Starting October 15

In advance of October 22, the government is making the enhanced vaccine certificate with official QR code and the free verification app, Verify Ontario, available for download.

Together, these tools will make it easier, more secure and convenient for individuals to provide proof of vaccination where required to do so, and for businesses and organizations to verify vaccine certificates while protecting people's privacy.

Enhanced Vaccine Certificate

Starting October 18 at 6:00 a.m., the portal will be open for any individual to download their enhanced vaccine certificate, regardless of their birth month. Individuals can also call the Provincial Vaccine Contact Centre at 1-833-943-3900 to have their enhanced vaccine certificate emailed or mailed to them.

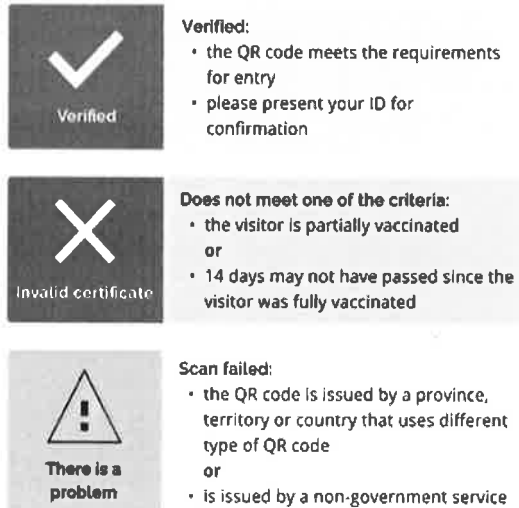
People can save the electronic version of their vaccine certificate with a QR code to their phone or print a paper copy. **Businesses must accept both electronic and paper versions.**

In addition, the current vaccine receipt without a QR code remains valid and must continue to be accepted. Ontarians will need to show a piece of identification that matches their name and date of birth to their proof of vaccination when visiting select businesses and organizations.

Verify Ontario app

Starting on October 15, businesses and organizations can download the free Verify Ontario app from the Apple App and Google Play stores. The made-in-Ontario app has been designed to help businesses by making it quicker and easier to confirm if a person is fully vaccinated against COVID-19, while protecting their privacy. The app can be used without an internet connection and never stores personal information.

The app will read the QR code to verify whether it is a legitimate Ontario government issued code that is free of tampering and notify the business or organization if the patron is verified to enter the premises with proof of full vaccination by displaying one of the three following results.



Verify Ontario will only scan and read official, government issued QR codes, such as Ontario's vaccine certificate and those from other provinces including Quebec, British Columbia and Yukon Territory.

Updated Guidance and Posters

Ontario has updated the [regulation, Guidance for Businesses and Organizations and Questions and Answers](#) to support the implementation of the enhanced vaccine certificate with a QR code and the Verify Ontario app.

The updated regulation also provides an exemption for people who are currently participating in a COVID-19 vaccine clinical trial that is authorized by Health Canada and specified in [Guidance for Businesses and Organizations](#). This will support continued participation in vaccine clinical trials and ensure they can be completed successfully.

There are also updated posters for businesses and organizations to print and display.

Compliance and Enforcement

As a reminder, for offences under the ROA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the Provincial Offences Act (POA) or to proceed under Part III of the POA by laying an information.

I strongly encourage our municipal partners to continue their local compliance and enforcement efforts and to work closely with provincial enforcement officers and public health officers to coordinate compliance activities in your communities. To identify opportunities for and to plan coordinated compliance activities in your community, please email Stephen Wilson at: Stephen.J.Wilson@ontario.ca.

Thank you for your support and for joining our shared commitment to work together to protect the health and well-being of Ontarians.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Manson-Smith".

Kate Manson-Smith
Deputy Minister

Board of Directors Meeting Highlights
Held on October 21st, 2021 at 8:30 AM
as a Virtual Meeting



2022 Budget

As we prepare for the blue box transition in 2024, in light of COVID the Association is finally benefiting from the best markets prices in its history but it continues to struggle with difficult labour market conditions and excessive contamination of the recycling bins.

In 2022, the per share cost will rise to \$65.69 which represents a 2% increase on recycling fees. Waste automated rates are based on the CPI rate estimated at 4.0% August rates as published by Statistic Canada. The actual increase will be based on September data when published. Commodity revenue for 2022 is based on current tonnages and the 5 year average prices since the current market highs are not sustainable. Grants are based on what was received for this year. Expenses reflect a full staff complement and expected increases in supplies and fuel.

	2021 Budget	2021 Projection	2022 Budget	\$ Diff.	%
Sales					
Commodity Revenue	1,475,000	2,348,000	1,636,000	-712,000	30.3%
Grants	2,517,000	2,882,000	2,882,000	0	0.0%
Municipal Levy	4,601,000	4,416,000	4,506,000	90,000	2.0%
Automated Revenue	3,818,000	3,847,000	4,053,000	206,000	5.4%
Containerized Services	1,500,000	1,681,000	1,750,000	69,000	4.1%
Disposal Revenue	539,000	497,000	517,000	20,000	4.0%
Processing Revenue	288,000	411,000	400,000	-11,000	-1.7%
Other	10,000	157,000	20,000	-137,000	-87.3%
Total Sales	14,748,000	16,239,000	15,764,000	-475,000	-2.9%
Total Cost of Goods Sold	1,795,000	2,036,000	1,865,000	-171,000	-8.4%
Gross Profit	12,953,000	14,203,000	13,899,000	-304,000	-2.1%
Operating Expenses					
<i>Total Administration Expenses</i>	1,053,000	954,000	1,108,000	154,000	16.1%
<i>Total Collection Expenses</i>	6,484,000	6,626,000	7,151,000	525,000	7.9%
<i>Total Processing Expenses</i>	2,468,000	3,212,000	3,144,000	-68,000	-2.1%
Total Operating Expenses	10,205,000	10,792,000	11,403,000	611,000	5.7%
Operating Income	2,780,000	3,411,000	2,496,000	-915,000	-26.8%
Total Nonoperating Expense	2,577,000	2,594,000	2,432,000	-162,000	-6.2%
Net Change in Cash Position	171,000	817,000	64,000	-753,000	-92.2%
Share Charge	\$64.40	\$64.40	\$65.69	\$1.29	2.00%

Hitting Historic Highs

Over the course of this year, pricing for high-density polyethylene (HDPE) bales, both natural and mixed color, have climbed to heights not seen previously. This climb can be attributed in part to tightness in virgin HDPE, with planned and unplanned outages



reducing the volume of available material. But growing demand for recycled HDPE also is a factor as brand owners work to meet commitments to increase recycled content in their packaging.

The virgin supply of HDPE used in blow molding applications has been tight since the winter storms that hit Texas in February of this year.

Producers of recycled polyethylene have benefited tremendously, but they've also seen their bale prices skyrocket to levels they have never seen before.

The situation has been amplified by brands and packaging converters that have pledged to increase the recycled content in their packaging, which has increased demand for recycled HDPE (r-HDPE). He says this demand has supported high pricing for HDPE bales and for reprocessed material.

Key takeaways

- Planned and unplanned outages have affected pricing and supply of virgin high-density polyethylene (HDPE), increasing interest in recycled HDPE (r-HDPE).
- Demand for r-HDPE also has increased because brand owners have pledged to increase recycled content in their packaging.
- HDPE bale pricing could decline in light of pushback from brand owners and growth in off-spec supply.

Since the winter storms in February of this year, planned and unplanned outages have continued to keep virgin HDPE supply tight.

Unplanned outages related to mechanical failures have occurred at a few plants that make HDPE for blow molding. For instance, Nova Chemicals declared force majeure on all its polyethylene resins produced in the Sarnia region of Ontario because of mechanical failures.

Nova had a mechanical failure at its Corunna ethylene cracker in Sarnia that supplies ethylene to its polyethylene facilities in the area.

2021 is shaping up to be a unique year for virgin HDPE in that demand has been stronger than it has been since 2010 at the same time supply has been reduced. But once we get new production middle of next year and we're done with all these planned maintenances this year in the fourth quarter, starting next year, we should see a lot better supply positions and exports will be needed to clear the market again.

Strong domestic box demand keeps OCC prices up

Box demand has been strong since the summer of 2020, helping to boost old corrugated container prices. But sources say prices could plateau.

Domestic recovered paper demand stayed strong in September, and prices for all grades of recovered paper have increased slightly as well. But a few recovered paper brokers say generation is off from where it usually is this time of year.

Demand among domestic buyers is strong for tissue grades such as sorted office paper (SOP) and coated book stock—particularly as there is some need for away-from-home tissue products as fewer COVID-19 restrictions are in place this year—but he adds that the demand could also be the effect of extremely soft generation levels.

Domestic demand for old corrugated containers (OCC) has remained very strong as of September. Demand for boxes that has persisted since last summer is driving strong OCC demand.

Containerboard mills that consume OCC have been busy this year, but they also are dealing with substantial cost inflation. All the major containerboard producers implemented price increases three times this year. Containerboard prices have risen by almost 23 percent in less than a year.

Domestic demand for recovered paper has fared better than export demand in recent months. Domestic mills are paying far more than the export market is willing to pay. The current high ocean freight rates aren't helping the slow export demand.

OCC prices normally fall in November/December, owing to seasonal factors (mill maintenance downtime coupled with strong holiday box demand, the combination of which typically leads to more supply), but in this case, we think prices are also likely to eventually fall because of our belief that box demand has peaked."

He concludes that box demand has been "exceptionally strong" since June of 2020 thanks to government stimulus and a shift in spending on services to spending on goods. We think these factors are likely to reverse to some extent next year owing to a fiscal cliff and normalization in spending patterns.

Why Shortages Won't Diminish Aluminum's Recycling Appeal

Aluminum is still on track to become the primary replacement for single-use plastics, even though recent shortages have pushed up the price of the metal. The shortage is temporary, but aluminium packaging is a strong trend where we expect demand to increase.

There was a noticeable increase in the use of aluminum cans for newly-launched beverages, which grew from 36% in 2015 to 67% in 2019. Last year, the main producers realised that there is capacity to be added, and they are currently struggling to keep up with demand. The market will adapt in the following couple of years.

Adapting To The New Reality

Material recovery facilities and community recycling programs have changed to reflect evolving consuming market demands and changing material streams.

If the last decade has taught us anything about the recycling industry, it's that it's resilient and adaptable.

From China's Operation Green Fence in 2013 to its National Sword in 2017 to the start of the COVID-19 pandemic in 2020, material recovery facility (MRF) operators and community recycling programs have adapted to reflect evolving consuming market demands at home and abroad, the changing material stream and operational changes related to social-distancing during the pandemic.

With the decline in secondary commodity values brought on by the glut of paper and plastic scrap after China started restricting or outright stopping imports of some grades of these materials, MRF operators began instituting processing fees. While markets for mixed paper, old corrugated containers and various postconsumer plastics are stronger today, one can argue that such fees remain necessary. Waste management isn't free, so why should recycling be given the extensive infrastructure required to support it? MRFs increasingly are sophisticated manufacturing facilities producing commodity-grade raw materials for consumption by companies in North America and beyond. But, unlike other manufacturers, these facilities have little control over their infeed materials. It's no surprise, therefore, that contamination is cited as a primary concern.

We'd like to thank those of you who take the time to recycle right. Your effort is critical to everything we do, and we appreciate what you do every day. Recycling is essential, and so are you.

Jacksonville, FL Recycling Pick-Ups on Hold; 14 Self Service-Stations Opening

Duval County residents who want to recycle will have to take matters into their own hands. Jacksonville Mayor Lenny Curry said staffing shortages are forcing the city to put recycling services on hold temporarily so collectors can focus on the trash that has been piling up in neighborhoods across the city. "We're prioritizing garbage and yard waste because they pose a high risk to the sanitation, health and safety of our neighborhoods," Curry said.

Curbside recycling collections stopped on Oct. 4. 14 recycling drop-off sites opened throughout the city where residents can bring their items for collection. The sites will be open Monday through Sunday from sunrise to sunset. There is no cost.

Curry said the move comes after his administration has received hundreds of phone calls and emails about delays in waste collection. "Our citizens are understandably upset. They're upset because this is a basic service that is paid for by their taxes, and it's not outrageous to expect a service that you pay for. I understand that frustration," Curry said. "This is an issue fueled by labor shortages, and it's something that is happening across the country, not just here in Jacksonville."

COVID's Big Reveal: Driver Shortages Must Be Solved with Automation

To get and keep more diverse, talented people in the driver's seat, capital investment in dependable technology is the waste industry's best recourse.

The big message from COVID-19 is this: The time to automate the complexity, time and tedium out of trash collection was yesterday. It was hard enough to find people to collect trash. Then COVID-19 exacerbated a calamitous driver shortage for municipal and private haulers. COVID-19 changed our buying habits. During stay-at-home orders, people did more online ordering and disposed of more shipping waste. This increased municipal solid waste (MSW) by about 20 percent—a big deal for haulers who are under pressure to attract and retain drivers.

The driver shortage left many waste haulers straining to adapt. They struggled to complete routes. Carts went unattended at the curb. Driver absences due to illness and isolations (quarantine) resulted in service delays, irritated customers and increased demand on already overburdened employees. The shortage placed haulers between the proverbial rock and a hard place, causing them to breach contracts and face fines for non-performance.

The average age of a truck driver today is 49. Younger workers are not filling seats as quickly as they are being vacated. Middle-aged white males comprise the largest demographic in trucking, according to the Census Bureau. Efforts are underway to recruit underrepresented women and minorities into the profession to help meet demand. However, with more driving options from Amazon, Walmart, Instacart and many others, competition for people who are willing to drive for a living has become so intense that some haulers are touting the kind of sign-on bonuses previously reserved for investment bankers.

Visionary haulers and municipalities became more automated years ago. They deployed in-cab computers, software-based route-design tools, camera equipment and smart-sensors on their trucks. In addition to lower labor costs, these additions increased revenue and improved service.

With astounding speed, municipalities have mustered requests for proposals (RFPs) for digital tools out the door. Private haulers are accelerating plans to go paperless. Forced for the first time into a return-on-investment (ROI) analysis, service providers are discovering efficiencies and huge financial rewards that led visionary municipalities and private haulers to automate years ago.

COVID-19 led haulers to an awakening: While mitigating driver shortages, automation pays for itself. Here are the top 10 reasons why demand for municipalities and private haulers are stepping up their game with automation:

1. Automation pays for itself in less than 12 months. It allows haulers to consolidate stops, resulting in fewer route hours and reduced vehicle and driver expenses. Those savings flow to the bottom line.
2. It leads to better service, 100 percent verification of service and fewer missed stops. If a driver skips a stop because the container was blocked or not out, global positioning (GPS) and photo or video can prove that the driver made a valid attempt to serve.
3. It mitigates a profound driver shortage. Route optimization means haulers need fewer trucks and drivers.
4. It improves safety for the driver and for the community. Automation keeps the driver's focus where it should be, and route optimization reduces the time your fleet spends on the road overall.

5. Automation plugs a huge revenue leak. In-cab computers allow drivers to record billable “extras,” and photo and video evidence of skips reduces expensive “go-backs” when containers are not out on time.
6. It eliminates paper. Automation sends routes and service orders to on-board computers so that the driver’s day is organized before it begins.
7. It helps a hauler maintain the same service footprint with fewer trucks. Optimized routes take less time, translating to more pickups per hour, meaning trucks and drivers can do more work in the same number of hours. Additionally, haulers can increase roll-off pulls per hour, leading to an increase in top-line revenue.
8. It makes it easier for new drivers to faithfully run routes error-free. In-cab computers with turn-by-turn directions allow new hires and pinch-hitters to run routes successfully the first time.
9. It leads to an 80 percent reduction in calls to customer service. Automation also provides real-time information to customer service, reducing time spent per call and allowing for reduced staffing.
10. Automation leads to higher recycling diversion rates. By allowing haulers to capture extra trash setouts and appropriately bill the customer, automation encourages proper sorting of materials and increases recycling.

The significant savings that automation produces can fund recruitment efforts and pay drivers higher wages. This can make a hauler the “employer of choice” for people who are willing to drive for a living.

It is easier to recruit a younger, digital-native driver with a truck that is equipped with the kind of technology that they already use in daily life. The days of paper-based routes and reliance upon institutional memory to get things right are coming to an end.

Instead, drivers rely on turn-by-turn directions, instant messages and access to information on the go. These tools reduce friction and make the job more satisfying.

Integrated digital solutions improve safety in what has been a comparatively dangerous profession. Onboard computers equipped with photo and video functionality:

- Easily and automatically document unsafe conditions at a customer site,
- Automatically film accidents, safety issues, panic events and interactions with police and the public,
- Track metrics in real time, including G-force events and speeding events,
- Help with root-cause analysis and incident prevention,
- Get 360-degree views around the truck to prevent accidents,
- Help supervisors provide specific coaching based on telematic information such as hard braking or rapid acceleration,
- Inspect and document vehicle faults before and after a shift.

Many haulers need drivers to serve new recycling and organics collection programs aimed at diverting waste from landfills and reducing methane emissions. The right technology helps organizations address the driver shortage. It is still true. To get and keep more diverse, talented people in the driver’s seat, capital investment in dependable technology is the waste industry’s best recourse.

Republic Services Opens Industry's First Technical Institute

Republic Services, Inc. unveiled its Technical Institute, the industry's first-ever diesel technician training program. As the need for skilled workers continues to increase, this investment offers best-in-class training, fully compensating students during the 12-week program. Graduates will immediately begin full-time work, joining Republic's 35,000 employees at one of its 180 local business units. The state-of-the-art, 76,000 sq. ft. facility is located in Dallas.

The training program was developed in partnership with the U.S. Department of Labor and Lincoln Tech, the leader in post-secondary education for auto, diesel, and skilled trades, to address the national diesel tech shortage. The program also features life skills training that is designed to support leadership development, inclusion and diversity, and overall student wellness. This comprehensive approach is a unique differentiator that will further engage students in their training and position them for success in their personal lives.

Republic Services covers all costs, including tuition, travel, and lodging during the training for those who qualify – and participants are compensated throughout the duration of the program. Following the 12-week program, graduates will be offered full-time technician positions in one of the 45 states in which Republic operates, performing ongoing maintenance and critical repairs. Graduates will receive a competitive salary and health insurance benefits, 401(k) benefits and paid time off.

In its mission to support an inclusive and diverse workforce, Republic is targeting a candidate pool that includes veterans looking to re-enter the civilian workforce, recent high school graduates and individuals from underserved areas.

'Red Tag' Inventories Grow As Truck And Trailer Makers Struggle To Meet Demand

Commercial vehicles for industry forecaster FTR estimates there are 13,000 to 20,000 "red tag units" – Class 8 trucks that are sitting incomplete due to semiconductor and other parts shortages – parked in rented lots and fields as truck makers struggle to keep pace with demand.

Trailer OEMs also have red tag units waiting to be completed, indicating it's not just semiconductors that are in short supply. Some OEMs are employing temporary plant shutdowns, while others continue to add to their red tag inventory.

This, as freight demand continues to grow. FTR anticipates the goods transport segment of GDP will grow at 4.5% in the third quarter, and 6.8% in Q4, before moderating next year. Even when it levels off at 3% growth.

FTR says truck loadings are up about 6% this year, which is driving high demand for new trucks and trailers. Loadings are also expected to grow about 3% next year and 2.2% in 2023, which is still "healthy growth."

All this would be excellent news for truck and trailer makers, however they are currently unable to take advantage due to supply shortages and uncertainty over pricing. The industry is in the midst of "the worst supply chain shortage since WWII."

More than 20 parts are in short supply, and possibly as many as 40, with the most prominent of them being semiconductors.

Class 8 truck makers collectively have capacity to produce about 1,600 units a day, and are running at a deficit of 11,500 units per month. Trailer makers are producing at a deficit of 8,800 units per month.

This is causing backlogs to grow to near record levels. The Class 8 backlog is 268,334 units and that will balloon to record levels once OEMs begin fully opening up the 2022 order boards.

Trailer orders have stalled because manufacturers are not yet taking orders for 2022.

The parts shortages make forecasting a tricky business. But FTR's outlook is for pent-up demand to spill over into 2022 and possibly 2023.

FTR projects 360,000 Class 8 factory shipments in 2023, which would mark the second-best year ever. That's up from 274,000 factory shipments this year and 335,000 next year.

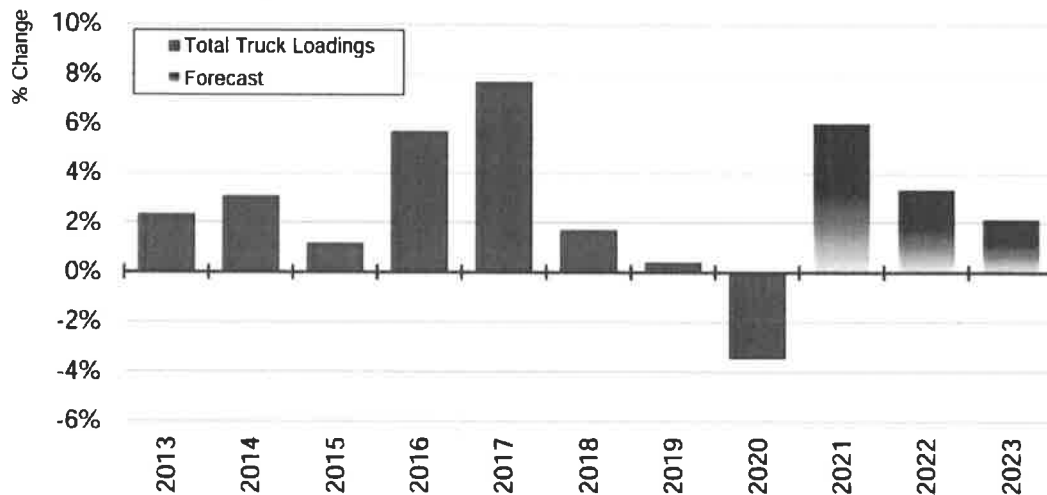
Trailer production is expected to total 341,000 units in 2022 and 330,000 in 2023. If that pans out, 2022 will be the best year ever for trailer production.

In Canada, there will be 22,500 trailers added in 2022 compared to 18,000 this year.

Medium-duty truck demand is also expected to remain high due to e-commerce and home deliveries. Those segments are not immune from the semiconductor shortage but there will be robust demand for medium-duty trucks – once we get cranking, we're going to crank production for a long time. Every market in the medium-duty sector should be humming in 2022-2023 as the economy continues to improve."

To conclude, the extraordinary pent-up demand coupled with semiconductor and other parts shortages will ensure truck and trailer makers remain busy for the foreseeable future – once they are able to ramp up production.

U.S. Truck Freight Outlook: Annual



Mattresses And Solar Panels Among New Products Added To B.C. EPR Regimen



Mattresses, EV batteries, single-use propane cannisters, fire extinguishers and various types of electronics such as e-cigarettes, will be managed through B.C.'s EPR regulations.

Announced in September, electric-vehicle batteries, mattresses, solar panels, single-use fuel canisters and fire extinguishers are among new products that will be eligible for provincewide recycling as part of a five-year plan to advance recycling in British Columbia. Other items to be added to British Columbia's Recycling Regulation and the Extended Producer Responsibility (EPR) strategy include more electronic products such as additional types of lithium-ion batteries, electric-vehicle chargers and e-cigarettes.

Under the EPR Five-Year Action Plan, the changes will be phased in to give producers time to set up the necessary systems. The Province says it recognizes the need for timely action and will work with its partners to accelerate proposed timelines where possible.

EPR requires producers to take responsibility for the lifecycle of their products, including collection and recycling. This shifts the costs and responsibility from local and Indigenous governments and taxpayers to the producers and consumers of products. Since 2004, the Province has regulated through EPR residential packaging and paper, beverage containers, numerous electronics, light bulbs, tires, automotive oil, antifreeze and paint.

Regulating more products under EPR is one part of the new action plan, which builds on British Columbia's leadership in preventing waste, reclaiming more materials and growing the circular economy. The ministry will also explore how to regulate the recycling of more packaging and paper products beyond residential sources, such as from businesses, stadiums, shopping malls and universities. British Columbia would be the first jurisdiction in North America to do so.

B.C.'s EPR strategy recovers \$46-million worth of materials annually and reduces greenhouse gas emissions by more than 200,000 tonnes of carbon dioxide equivalent. The strategy generates an estimated \$500 million annually through recycling programs, and collects approximately 315,000 tonnes of plastic from bottles, packaging and electronics.

As You Sow Scorecard Finds Corporations Are Not Acting With The Urgency Required To Curb Waste Plastics

According to As You Sow, the high number of poor and failing grades reflects a lack of basic goal setting, strategy and action to shift from disposable to reusable packaging to effectively address the plastic pollution crisis.

California-based As You Sow has released its Corporate Plastic Pollution Scorecard 2021 analyzing the actions, and inactions, of 50 of the largest U.S. consumer-facing companies to reduce plastic pollution. The new report finds significant progress in some areas such as a sharp increase in commitments to reduce use of virgin plastic for packaging, resulting in part from As You Sow shareholder engagements. Overall, the report echoes previous findings that no companies are acting with sufficiently robust policies, given the urgency of the crisis.

Out of the 50 companies ranked in the scorecard, the highest grade received was a "B" for The Coca-Cola Company. Key contributions to Coca-Cola's grade are the high degree of transparency for its packaging use, strong commitment to recycling all containers it puts on the market, and supporting producer responsibility initiatives. Coca-Cola is the only company in the report to disclose the number of units of plastic packaging it produces. The company also reported 60% progress towards its 2030 goal to recycle one bottle or can for each one it produces, a unique example of producer responsibility for its packaging.

The six highest ranked companies, including its grade, are:

Coca-Cola, B
Keurig Dr Pepper, C+
Nestlé, C+
Walmart Inc., C+
Colgate-Palmolive, C+
Target Corp., C+

In the lower scoring group, 17 companies received "C" grades, 18 received "D" grades, and 14 received "F" grades. The six lowest ranked companies by revenue size, including its grade, are:

Amazon, D-, \$386 billion
Costco, F, \$167 billion
Walgreens, D-, \$140 billion
Kroger, D, \$122 billion
Procter & Gamble, D, \$71 billion
Kraft Heinz, D, \$26 billion

According to As You Sow, the high number of poor and failing grades reflects a lack of basic goal setting, strategy, and action to shift from disposable to reusable packaging to effectively address the plastic pollution crisis.

There was notably less leadership in the area of support for recycling, with just 5% of the \$17 billion needed to expand and upgrade U.S. recycling infrastructure having been secured to date. The scorecard results indicate that companies have a long way to go to transition from single-use plastics, dramatically increase recycling yields, and deliver a truly circular plastics economy.

California May Impose Toughest Rules on Recycling Labels

California lawmakers have approved what advocacy groups say are the nation's strongest protections against falsely labeling items as recyclable when they in fact are destined for landfills. The measure sent to Democratic Gov. Gavin Newsom for his consideration would reserve the "chasing arrows" recycling symbol for items that actually can be recycled.

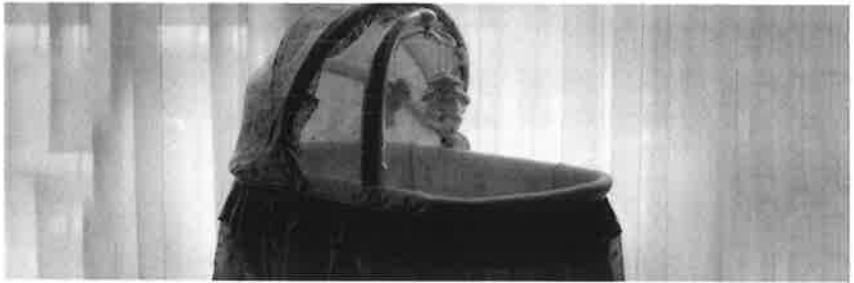
The author of the bill named SB 343, Democratic Sen. Ben Allen, said in a statement that it will force truth in advertising and "will reduce contamination in the recycling stream and improve the sorting process, thereby saving cities and ratepayers money while empowering consumers to make more informed decisions."

It's among efforts in several states to ease confusion about recycling and increase recycling efforts. A Consumer Brands Association report recently asserted that the confusion has led to "a broken recycling system in America."

A coalition of 14 opposition organizations countered that the bill would have "resounding impacts" on the state's goal to divert 75% of trash from landfills and hinder the state's efforts to recycle packaging. The bill would likely require state regulators to create a list of eligible items that "is extremely limiting," potentially including just 15, the groups said — eight types of paper materials, two forms of glass, two types of metals, two types of plastics and one type of colored plastic.

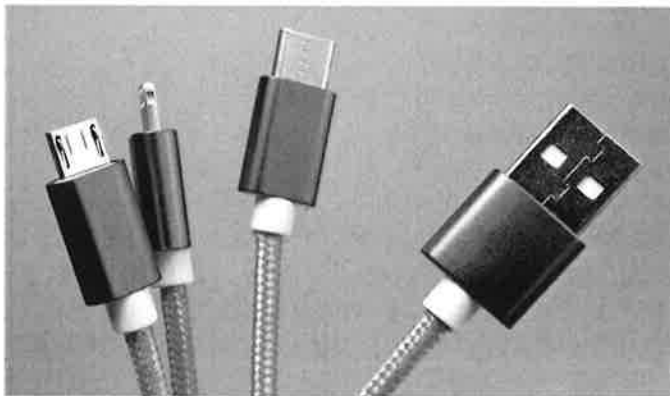
Canadian Partnership Creates Online Resale Marketplace For Baby Gear

The Hudson Bay Company (HBC) and Rebelstork Corp, a Canadian startup, have partnered to launch an online resale marketplace for overstocked, opened, and used baby gear. Many stores like HBC are teaming up with online retailers to encourage the resale of goods



to shift to a circular economy. The online marketplace will ensure the quality and condition before listing the item and will use an algorithm to determine the price, of which sellers can get up to 80%. Rebelstork hopes to give parents a hassle-free way to buy and resell their baby items.

Standardizing Chargers For Electronic Devices To Tackle E-Waste In The EU



The EU has proposed a new rule that will force manufacturers to create a standardized charging port for electronic devices such as phones, tablets, cameras, headphones, and other small electronic devices. The proposal states that all smartphones sold in the EU must have USB-C charging ports to encourage consumers to re-use their existing chargers when buying a new device. With more than 30 different chargers available, having one common charging port can significantly reduce e-waste.

MFAM Model

The Authority approved the changes to the Municipal Funding Allocation Model (MFAM), which is used to distribute funding from Blue Box program stewards to municipalities and First Nation communities, in order to simplify the model to better support the program's transition to Ontario's new producer responsibility regulatory framework.

Between June 21 and July 16, 2021, the Authority consulted stakeholders and based on positive feedback, approved the changes to the MFAM for immediate implementation for the 2022 funding year.

The approved changes address needed technical adjustments to the model as well as simplify the calculation for allocating funds among programs, making it easier for programs to understand and predict the funding received during the program's transition.

The MFAM will now use a fixed percentage approach where all programs will receive the same percent funding of their reported net cost. The fixed percentage will be based on the steward funding obligation divided by reported net costs for the year.

Key considerations for implementing this approach include:

- Reported net costs will no longer be adjusted based on cost bands in the program groupings
- Programs will no longer have funds allocated based on their share of marketed tonnes
- Best practices will be removed from the MFAM and therefore will no longer be required to be reported in the Datacall. As the changes to the MFAM are taking effect for the 2022 funding year, any best practice activities already undertaken in 2020 and 2021 will not apply.

The updated MFAM will be implemented for the 2022 funding year which is anticipated to be determined and communicated to municipalities and First Nation communities later this winter.

These Engineers Have Invented an Entirely New Approach to Recycling Plastic

A new study demonstrates the proof-of-concept of an entirely new approach to plastic recycling, inspired by the way nature naturally 'recycles' the components of organic polymers present in our environment. The approach takes guidance from the fact that proteins within organic polymers are constantly broken down into parts and reassembled into different proteins, without losing the quality of the building blocks. In essence, when it comes to recycling plastic – a synthetic polymer – without degrading it, we have to think smaller.

Proteins are one of the main organic compounds that act as building blocks for everything biological. They're long chains of molecules (or monomers) known as amino acids, and researchers think that the way these molecules can be broken up and reconfigured suggests a potential strategy for recycling synthetic polymers. "A protein is like a string of pearls, where each pearl is an amino acid," says materials scientist Simone Giaveri, from the École polytechnique fédérale de Lausanne (EPFL) in Switzerland.

"Each pearl has a different color, and the color sequence determines the string structure and consequently its properties. In nature, protein chains break up into the constituent amino acids, and cells put such amino acids back together to form new proteins – that is, they create new strings of pearls with a different color sequence." The researchers have called their approach "nature-inspired circular-economy recycling", or NaCRE for short.

Why Decentralized Energy-From-Waste Is The Way Forward



The topic of Energy-from-Waste (EfW) isn't a new one in the global waste and recycling debate, but the truth is that when it comes to the implementation of energy recovery technologies, the picture varies greatly from one nation to the next.

And even more so when it comes to the topic of decentralized systems.

Taking a look at the UK specifically, what role do more localized solutions play in the evolution of a circular economy, and what benefits can they bring to the UK's waste recycling and recovery landscape?

The export of the country's 'difficult to dispose of' wastes - in particular, plastic waste - has been in the spotlight for a number of years. And it was China's ban on plastic waste imports in 2018 which arguably produced a domino effect - seeing many Southeast-Asian countries also tighten import policies.

This was a turning point in the world of waste and recycling and a much-needed shake-up for countries - like the UK - which have knowingly been shipping hundreds of thousands of tonnes to overseas nations, for disposal.

In fact, the Environment Agency estimates that approximately 210,000 tonnes of plastic waste are exported from England to countries such as Malaysia, Turkey, Taiwan, Indonesia, and Pakistan, each year.

But why is this the case? Why are firms looking overseas for a solution? Surely, we should be looking to recover it in the country of origin.

The truth is it's all about attitude and mindset.

The language we use to describe 'waste' is wrong - it's actually a 'resource', and it needs to be more widely thought of in this way.

And it's in this same way that the responsibility of compliantly processing waste should be on the country that is creating it - in order to reap not only the ethical and environmental benefits, but the financial ones too.

At present, it's reported that 67 percent of the country's plastic packaging is exported as refuse-derived fuel (RDF), but we have the opportunity to stop exports and boost our own national recycling infrastructure.

As a result, this would see us paving the way and setting a shining example when it comes to best practice, not contravening the regulations and looking for alternatives.

It's no secret that for a long time, the UK hasn't been ready - capacity-wise - to manage the high volume of non-recyclable wastes it produces. And it's time to change this.

It was only last year that a report was released by Policy Connect stating that EfW plants are 'the answer to the country's national waste crisis.'

But of the circa 50 EfW plants in the UK, not all of the heat generated is being utilized - with research uncovering that less than a quarter of the plants are synced to an external power take-off.

It's therefore clear to see that there's a lot of work to be done nationwide to help tackle and resolve this issue, and to empower the UK to be able to harness the resource potential of its own wastes.

And that's where decentralized solutions could hold the answer.

What are the benefits of decentralized energy recovery facilities?

Unlike larger, centralized solutions, localized plants allow for greater resource utilization - in the form of thermal energy, as well as the more easily redistributed electrical power.

First and foremost, larger plants rely on aggregating wastes - such as RDF and SRF - from smaller collectors, whereas if smaller EfW solutions are implemented on a local scale, the transportation of wastes, and in turn pollution levels, can be significantly minimized.

If these wastes are traveling less distance to be processed, this helps people commuting greater distances.

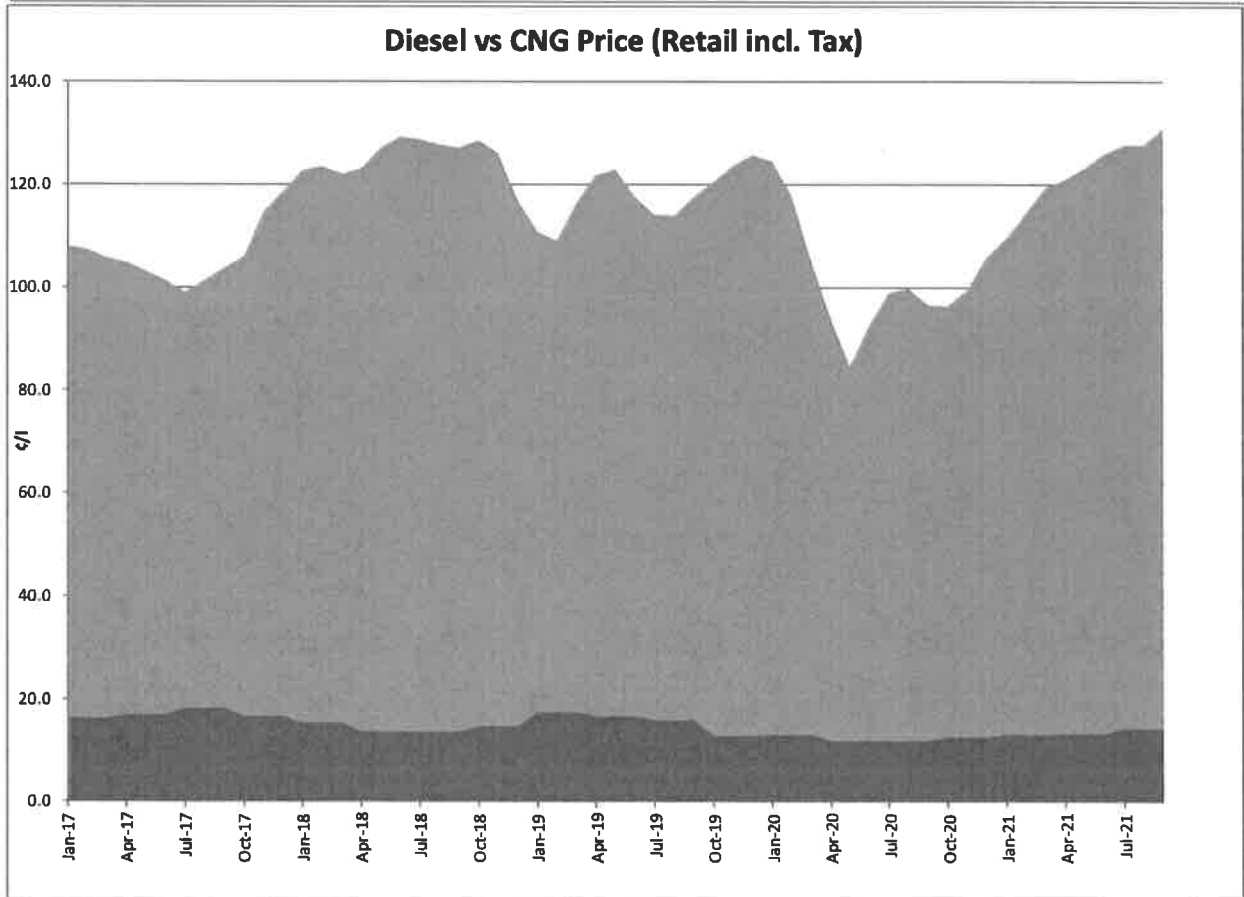
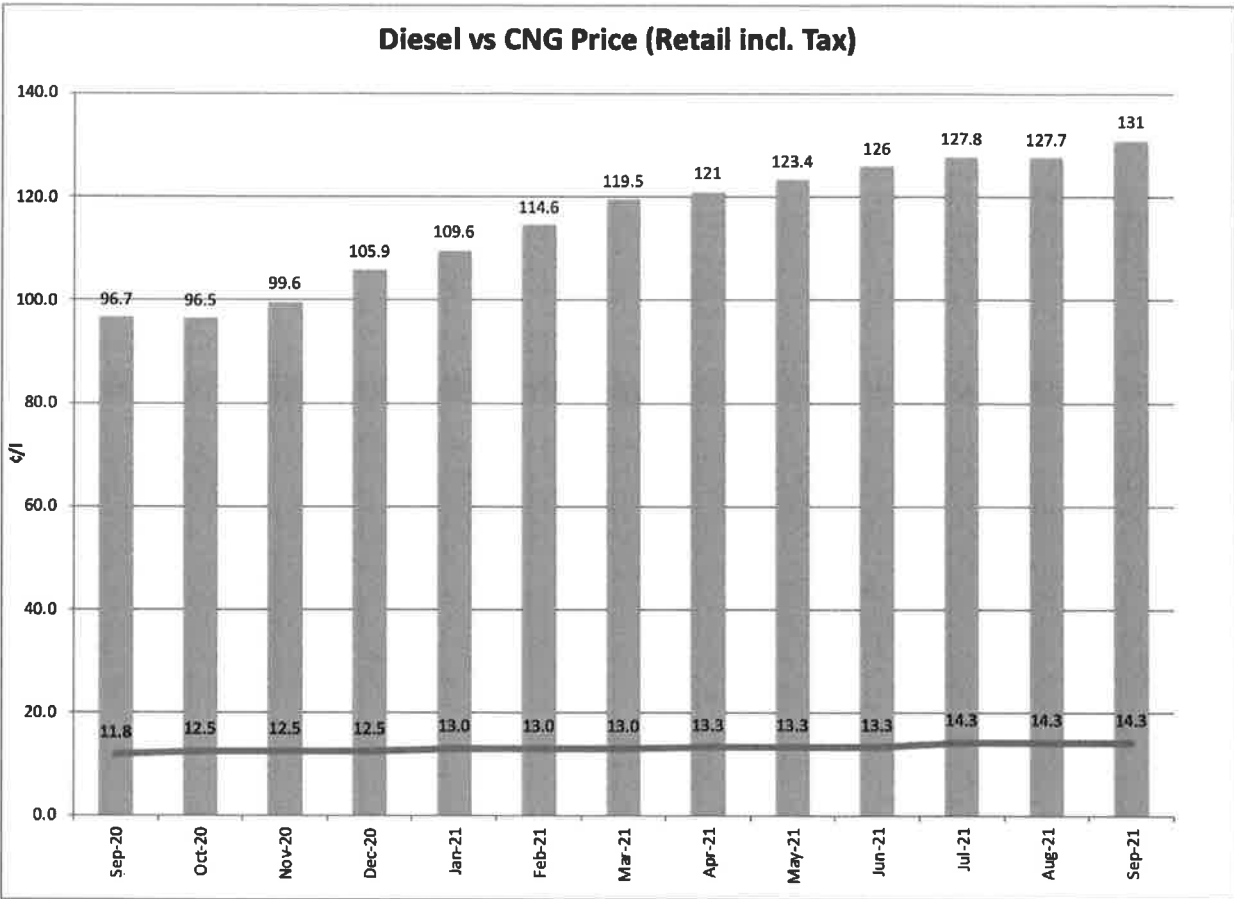
It's also no surprise that smaller-sized solutions require less space compared to their larger counterparts, meaning selecting a location is less restrictive - and it may even be faster to obtain planning permissions for this kind of plant.

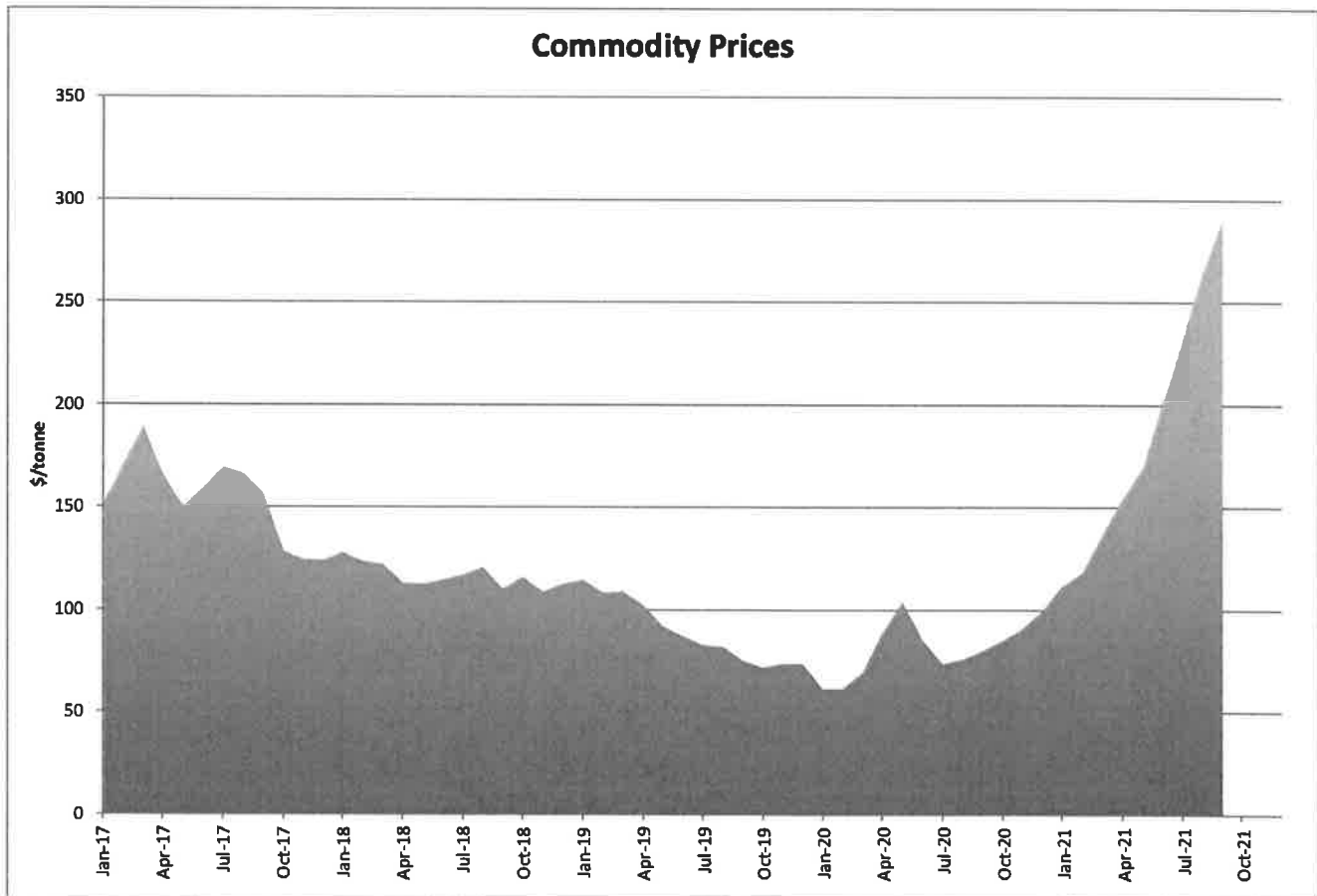
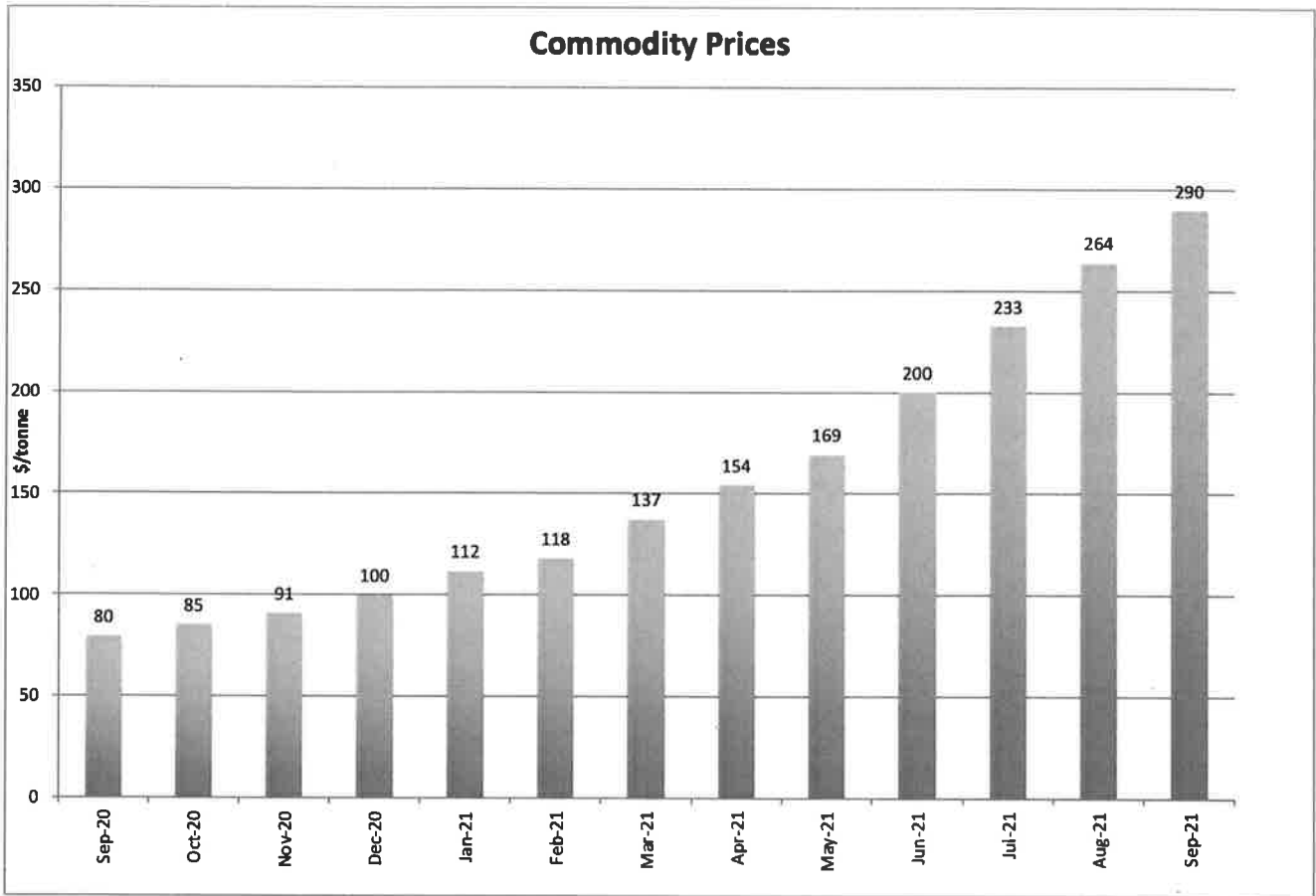
But it isn't simply the environmental and logistical impact which is more favourable with decentralized systems - due to their reduced size and localized nature - they also don't incur the same grid connection costs and there's more likelihood of the heat being utilized to power communities in towns and cities - instead of it simply being lost.

By keeping and treating waste in the country of origin, this enables us to utilize end-of-life materials sustainably, to generate power locally.

And this effectively, we need to boost our national infrastructure, treat these wastes as a resource, and introduce tougher penalties for illegal exports - only then can we remedy the root cause of the issue and embrace not only assists in making sure that, as a nation, we're all accountable for own wastes, but that local environments are benefiting from energy locked up in this resource.

In the end, as we will never eliminate these wastes, if we're going to close the waste management loop our wastes for what they really are, a valuable energy source.







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Member Municipalities

October 15, 2021

Township of
Adelaide-Metcalf

Municipality of
Brooke-Alvinston

Municipality of
Chatham-Kent

Township of
Dawn-Euphemia

Township of
Enniskillen

Municipality of
Lambton Shores

Municipality of
Middlesex Centre

Village of
Newbury

Village of
Oil Springs

Town of
Petrolia

Town of
Plympton-Wyoming

Village of
Point Edward

City of
Sarnia

Municipality of
Southwest Middlesex

Township of
St. Clair

Municipality of
Strathroy-Caradoc

Township of
Warwick

RE: New General Manager at the St. Clair Region Conservation Authority

To the Mayor and Councils of our Member Municipalities,

It is my pleasure to announce that Ken Phillips will be joining the St. Clair Region Conservation Authority (SCRCA) in the position of General Manager on November 1st, 2021. He will replace Brian McDougall who is retiring after a 30-year career with the SCRCA – the last ten as General Manager.

Mr. Phillips brings over 25 years of experience in the environmental sector including 15 as General Manager at neighbouring Conservation Authorities. His diversified knowledge and experience in watershed management and administration, and proven ability to foster relationships with a wide variety of stakeholders will benefit the current and future operations of the St. Clair Region Conservation Authority.

Mr. Phillips holds a Master of Arts from McMaster University and was most recently Chair of the Ontario Parks Board of Directors – an appointment made by the Lieutenant Governor of Ontario, tasked with providing advice on the planning, management, and development of the provincial parks network.

I hope you will join me in welcoming Ken to the SCRCA team.

Joe Faas
 Chair
 St. Clair Region Conservation Authority



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October 15, 2021

To Member Municipalities,

RE: Virtual Meeting to Present the 2022 Draft Budget and Budget Process

Attached you will find the SCRCA 2022 Draft Budget for inclusion in your council meeting agenda for discussion. As municipal partners, you are invited to a Zoom meeting on **Wednesday, November 10, 2021 at 2:00 p.m.** (further details are provided below). Portions of the meeting will consist of pre-recorded material and the meeting may be recorded for future use as a resource.

Included in this package is the Draft 2022 Budget Booklet and accompanying staff report, as well as the SCRCA Development Application Process Review by Tim L. Dobbie Consulting Ltd.

Please forward any comments or questions to Tracy Prince, Director of Finance, by Friday, November 5, 2021. If possible, we ask that you please provide questions prior to the Zoom meeting, so that we can ensure those questions are addressed directly through the presentation.

Meeting Details

Topic: SCRCA Draft 2022 Budget and Budget Process Presentation

Time: Nov 10, 2021 02:00 PM Eastern Time (US and Canada)

Link to Join Zoom Meeting

<https://us02web.zoom.us/j/86786836009?pwd=YUxFeFFISXAvRXpTN211SE1IVnc2UT09>

Meeting ID: 867 8683 6009

Passcode: 854619

One tap mobile: +17789072071,,86786836009#,,, *854619# Canada

Dial by your location: +1 647 374 4685 or +1 647 558 0588 or 855 703 8985
(Toll-free)

Thank you,

Tracy Prince
Director of Finance

member of
Conservation
Ontario

"working together for a healthy environment"



Staff Report

Meeting Date: October 5, 2021
Report Date: September 30, 2021
Submitted by: Tracy Prince

Item 5.1

Subject: 2022 Budget Background – for discussion

Background:

Attached you will find several supporting documents for the 2022 Draft Budget Booklet:

Appendix 1 - Department Summary of the 2022 Total Draft Budget of \$9,596,597, this amount represents all potential projects that we are aware of to date including WECI projects totaling \$3,641,600. This document is also colour coded to indicate where the funding comes from.

Appendix 2 - Detailed Department Budgets for Departments that are covered by General Levy and would be considered "Core/Mandatory" activities or would directly support the "Core/Mandatory" activities (IT, GIS, Admin, Planning).

Appendix 4 - The first page provides an analysis of the 2021 CVA which is used for our 2022 Budget allocation of General Levy. This analysis shows the increase across the watershed in the CVA from 2019 to 2022, we will term this as a passive increase in the tax base to the local municipalities. The 2nd page we have taken the population numbers provided by the ministry to calculate the cost of our levy to each individual, we have also used that same data to calculate where provided the average municipal tax revenue per person and the effective increase to that average tax. We have also included the cost of levy per population excluding Special Levy for 2022 compare to 2021 and the \$198,938 Increase.

Appendix 5 – 2017 CO Comparative Survey Data.

Table 1 – All CAs

Table 2 – Neighbouring CAs

Table 3 – CA's with similar apportionment population

Table 4 – CA's with similar Square Km size

Appendix 6 - % Breakdown of costs in General Levy Departments

Appendix 7 – Schedule B – Municipal Breakdown of General Levy

This draft 2022 Budget includes:

- 10% increase in levy directed to Planning and Regulations to partially implement recommendations associated with the Dobbie Service Review (\$117,958).
- 1% Board approved work on Highland Glen to replace stairs \$10,000 included in previous draft (Sept 2021)

- 2% Board approved work on Highland Glen to replace/repair \$22,000 **not** included in previous draft (Sept 2021)
- 4% increase in levy to cover increases expected in expenses directly related to Mandatory Programs (\$48,979).
- Budget includes estimated increases to mandatory programs:
 - o Insurance \$10,000,
 - o Wages movements including step and COLA \$71,600,
 - o Utilities \$5,000.
 - o Potential increase in benefit costs \$15,000
- Increase in planning and regulation fees with a projected revenue of additional \$40,000, based on consultant's recommendation.
- Continued projected use of reserve of about \$60,000 to offset operating costs. This is not good business practice, we do not have an Asset Management Program in place at this time to provide an analysis of Capital Assets compared to Reserve balances.

This results in a total of 17% increase in General Levy of \$198,938 allocated based on CVA (see Schedule B APDX 7 for municipal allocation).

Revenues in addition to General Levy that help reduce the costs to municipalities are: Project Administration fees, Internal charges to revenue producing activities, Rental charges (\$285,000 a reduction of 28% levy) and Planning and Regulation Fees (\$240,400 a reduction of 24% levy). Provincial matching levy \$161,000.

Moving forward into 2023 Budget with the changes in the CA act:

- The 2023 budget will move to create a minimum levy to directly support and share direct Board costs across municipalities based on representation. Several CA's are already doing this and more will be moving to this model. These direct Board costs will include total honorarium costs, travel costs, meeting expenses, and service awards.
- Further delineation of the SCRCA budget to reflect CA Act changes between mandatory and non-mandatory as these become clearer.
- In addition, with planned implementation of the AMP in 2022, we should be able to provide an analysis of the current state of assets and planned capital budgeting starting in 2023.

Strategic Objectives(s):

Move towards financial sustainability, over the past two years we have been putting pillars in place to move away from the reliance on capital reserves to run operations. These initiatives have included, review of printing, document management software to manage paper flows in planning and retention of documents, move towards cost recovery in planning fees, improving efficiencies in accounting processes where possible, the move to Board packages online without investment in additional software expense, review of cell phone and phone costs and

move to vendor of record pricing, installation of LED lighting on the first floor of the office building and realignment of administrative services. Salary gapping as not ideal but due to the Covid restrictions have helped reduce cost but at a cost of customer service standards.



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Thank you,

Tracy Prince
Director of Finance

member of
Conservation
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"working together for a healthy environment"



2022 DRAFT Budget

1. Quick Facts (pg. 2-3)
2. 2022 Budget Highlights (pg. 3)
3. 2022 Budget (pg. 4-5)
4. 2022 Total Municipal Funding - Schedule "A" (pg. 6)
5. 2022 General levy Assessment - Schedule "B" (pg.7)
6. 2022 General Levy per \$100K assessment value - Schedule "C" (pg. 8)
7. 2022 Conservation Areas Maintenance and Operation Budget - Schedule "D" (pg.10-11)
8. 2022 Percentage of Cost related to Provincial Section 39 - Schedule "E" (pg. 9)

St. Clair Region Conservation Authority

Quick Facts

General:

- 17 member municipalities from Lambton and Middlesex Counties and the cities of Sarnia and Chatham-Kent (see member directory for full listing)
- 14 watersheds - Sydenham River with its East and North branches, 13 smaller named watersheds entering Lake Huron, St. Clair River and Lake St. Clair
- 2022 Average General Levy \$4.40 per \$100k of Assessed value
- of the 36 Conservation Authorities in the province, the St. Clair Region ranks:
 - **9th largest in area (4,100 km²)**
 - **16th in population (148,362 within the watershed)**
 - **LOWEST out of 36 CAs in general levy (\$5.25 per capita) in 2017, excluding Capital projects (2022 \$7.97 per capita)**
- owns 4,200 acres of property and manages another 2,440 acres for other organizations
- 3 regional campgrounds with 522 serviced campsites. Self-sufficient, profits generated from their operations are used to offset capital development within the campgrounds
- has the largest flood control dam and diversion in the province (McKeough Floodway)
- 11 recreation dams at 8 Conservation Areas
- assisting Sarnia, Point Edward, St. Clair Township, Chatham-Kent in maintaining almost 10 km of shore protection and erosion control structures
- in excess of \$52 million invested in conservation lands and flood and erosion control structures
- provided technical and professional comments on over 500 municipal planning and regulation matters in 2021
- helped over 13,000 children discover conservation through outdoor education, developed new delivery model during pandemic
- planted over 3.8 million trees over the last three decades
- provided \$3.1 million in grants to farmers and other landowners to implement Best Management Practices since 2000

2022 Budget Highlights

We offer the following highlights for your information:

- General Levy for 2022 is \$1,378,513 (increase of \$198,560) shared by the 17-member municipalities, results in an average cost of \$4.40 per \$100,000 in assessment value. (see Sched C)
- Total Levy excluding Infrastructure Projects for 2022 is \$1,577,073 (2021 \$1,345,029) which represents an overall increase of \$232,044
 - 10% increase in levy directed to Planning and Regulations to partially implement recommendations associated with the Dobbie Service Review (\$117,958). (See attached link to the consultants planning review)
 - 1% Board approved work on Highland Glen to replace stairs \$10,000
 - 2% Board approved work on Highland Glen to replace/repair \$22,000
 - 4% increase in levy to cover increases expected in expenses directly related to Mandatory Programs (\$48,979).
 - Budget includes estimated increases to mandatory programs:
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 - Wages movements including step and COLA \$71,600,
 - Utilities \$5,000.
 - Potential increase in benefit costs \$15,000
 - Increase in planning and regulation fees with a projected revenue of additional \$40,000, based on consultant's recommendation.
 - Continued projected use of reserve of about \$60,000 to offset operating costs. This is not good business practice, we do not have an Asset Management Program in place at this time to provide an analysis of Capital Assets compared to Reserve balances.
- This is an average increase of 60 cents per \$100,000 in assessment value. (Sched C)
- Schedule "C" provides an analysis of General Levy Increase based on 2020 total current value of assessment in each municipality.
- Schedule "E" Provincial Section 39 Core Base/Mandatory Programs funding Costs as a %.
- Detailed budgets for each program or project are available upon request.

St. Clair Region Conservation Authority 2022 Budget Summary DRAFT

	2021 Budget	2022 Proposed Budget	Provincial Grant	Other Grant/Program Funds	Matching Levy	Non Matching Levy
Flood Control Operations and Maintenance	\$425,650	\$436,650	\$108,000	\$21,000	\$108,000	\$109,000
Erosion Control Operations & Maintenance	\$5,000	\$8,000	\$0	\$0	\$0	\$0
NDMP	\$300,000	\$0	\$0	\$0	\$0	\$0
WECI - Capital Projects	\$3,254,000	\$3,641,600	\$0	\$1,513,300	\$0	\$0
Source Protection Planning	\$132,500	\$226,580	\$0	\$226,580	\$0	\$0
Planning, Regulations and GIS	\$661,195	\$833,009	\$19,000	\$0	\$19,000	\$475,576
TS - Aquatic systems monitoring	\$278,929	\$300,929	\$0	\$25,000	\$0	\$34,000
St. Clair AOC Management	\$799,800	\$164,884	\$0	\$164,884	\$0	\$0
Conservation Services	\$445,727	\$427,009	\$0	\$57,000	\$0	\$0
MNR Species at Risk	\$464,750	\$399,000	\$0	\$399,000	\$0	\$0
Conservation Areas	\$1,488,970	\$1,513,969	\$0		\$0	\$54,090
Conservation Area Capital Development	\$60,000	\$100,000	\$0	\$0	\$0	\$0
Property Management	\$252,308	\$312,487	\$0	\$0	\$0	\$0
Information and Education	\$266,960	\$172,530	\$0		\$0	
Communication (previously included above)		\$90,000				\$90,000
IT Capital	\$9,600	\$14,330	\$0	\$0	\$0	\$0
Equipment	\$72,000	\$72,000	\$0	\$0	\$0	\$0
Legal	\$0	\$0	\$0	\$0	\$0	\$0
Administration	\$747,391	\$808,620	\$34,000	\$0	\$34,000	\$454,847
Total CA Budget	\$9,664,780	\$9,521,597	\$161,000	\$2,406,764	\$161,000	\$1,217,513
Employment Programs *	\$75,000	\$75,000	\$0	\$0	\$0	\$0
Total Budget 2022		\$9,596,597	\$161,000	\$2,406,764	\$161,000	\$1,217,513
Total Budget 2021	\$9,739,780	\$9,737,780	\$161,000	\$2,543,270	\$161,000	\$1,018,576
Percentage of Budget 2022		-1.4%	1.7%	25.1%	1.7%	12.7%

Total Municipal Funding % Excluding Spec Levy

14%

* The Authority assists in the administration of the Employment programs, therefore these items must be approved under the Authority's budget for signing authorization. The funds are only transferred in and out with the Authority having no direct spending controls.

St. Clair Region Conservation Authority 2022 Budget Summary

Special Levy	Revenues	Reserves
St. Clair - McK Maint \$2,720 Dam OP CK \$20,900, SC \$1,100 C-K - Arda \$1,000 C-K- McK Maint - \$51,730	Carryforwards - \$13,200	\$0
PT Edward - \$3,000 Sarnia - \$5,000		\$0
		\$0
Sarnia \$1,383,300 St. Clair \$600,000	Carryforward \$145,000	\$0
\$0	\$0	\$0
	Fees - \$240,433 Carryforward - \$15,000 - SWOOP Allocation - \$4,000	\$60,000
\$0	Carryforward \$221,462 Foundation \$9,467 Fees - \$11,000	
\$0		\$0
\$0	Fees - \$239,000 Carryforward \$126,000	\$5,009
\$0		\$0
Shetland - Dawn-Euphemia \$8,415 Wawanosh - City of Sarnia \$14,715 Clark Wright - Strathroy-Caradoc \$11,600 Bridgeview - Town of Petrolia \$1,200 Coldstream - Middlesex Centre \$23,805 Crothers - Chatham-Kent \$4,175 Stranak - Chatham-Kent \$6,000 Peers - Chatham-Kent \$7,550 Strathroy - Strathroy-Caradoc \$27,800 McEwen - Plympton-Wyoming \$6,600 Dodge - Lambton Shores \$1,250	Fees - \$1,298,439 Parking Fees - 0 Foundation - \$6,500 Foundation (McLean) - \$38,330 Rental Income - \$3,500	
\$0		\$100,000
\$0	Rental Income - \$203,453 County of Lambton - \$24,000 Carryforward - \$700 Revenue - \$84,334	\$0
\$0	Fees - \$25,000 Foundation - \$147,530	\$0
\$0	\$14,330	\$0
\$0	\$72,000	\$0
\$0		\$0
\$0	Rental Income - \$15,000 Interest Income - \$25,000 Foundation - \$15,000 Allocated Admin & IT Costs - \$79,324 Admin Fees - \$65,500 Other Income - \$45,450 Oil & Gas Revenue - \$40,000	\$500
\$2,181,860	\$3,227,951	\$165,509
\$0	\$75,000	\$0
\$2,181,860	\$3,302,951	\$165,509
\$1,837,172	\$3,859,280	\$159,482
22.7%	34.4%	1.7%

2022 Total Municipal Funding
Schedule "A" - Total Municipal Funding Including Special Infrastructure Projects

Municipality	2022 Proposed General Levy	2022 Proposed Special Levy	2021				Total Municipal Funding	2020 Total Municipal Funding
			Courtright Shoreline Protection (DMAF)	Sarnia Erosion Control Work (WECI & DMAF)	McKeough Dam Repairs & Upgrade Work (WECI)	Flood Plain Mapping (NDMP)		
Adelaide Metcalfe Tp	\$ 26,214	\$ -					\$26,214	\$25,023
Brooke-Alvinston Tp	\$ 24,223	\$ -					\$24,223	\$23,191
Chatham-Kent M	\$ 178,963	\$ 91,355					\$270,318	\$313,129
Dawn-Euphemia Tp	\$ 36,893	\$ 8,415					\$45,308	\$45,531
Enniskillen Tp	\$ 26,936	\$ -					\$26,936	\$25,223
Lambton Shores M	\$ 69,138	\$ 1,250					\$70,388	\$67,373
Middlesex Centre M	\$ 31,069	\$ 23,805					\$54,874	\$30,586
Newbury V	\$ 2,120	\$ -					\$2,120	\$2,062
Oil Springs V	\$ 2,728	\$ -					\$2,728	\$2,656
Petrolia T	\$ 35,629	\$ 1,200					\$36,829	\$34,664
Plympton-Wyoming T	\$ 75,926	\$ 6,600					\$82,526	\$83,813
Point Edward V	\$ 29,746	\$ 3,000					\$32,746	\$29,765
Sarnia C	\$ 514,960	\$ 19,715		\$1,383,300			\$1,917,975	\$1,168,145
Southwest Middlesex M	\$ 16,134	\$ -					\$16,134	\$15,508
St. Clair Tp	\$ 155,162	\$ 3,820	\$600,000				\$758,982	\$326,514
Strathroy - Caradoc Tp	\$ 121,350	\$ 39,400					\$160,750	\$145,041
Warwick Tp	\$ 31,323	\$ -					\$31,323	\$29,412
	\$ 1,378,513	\$ 198,560	\$600,000	\$1,383,300	\$0	\$0	\$3,560,373	\$2,367,636

Note : WECI (Water & Erosion Control Infrastructure) Projects are considered if there is matching funds from both the Province and the benefitting Municipality and vary from year to year based on granting approval process, and Municipal matching funds.
DMAF - Disaster Mitigation and Adaption Fund - Government of Canada investment in large-scale infrastructure projects.
NDMP - National Disaster Mitigation Program - Government of Canada funding to mitigate, prepare for, respond to and recover from flood-related events

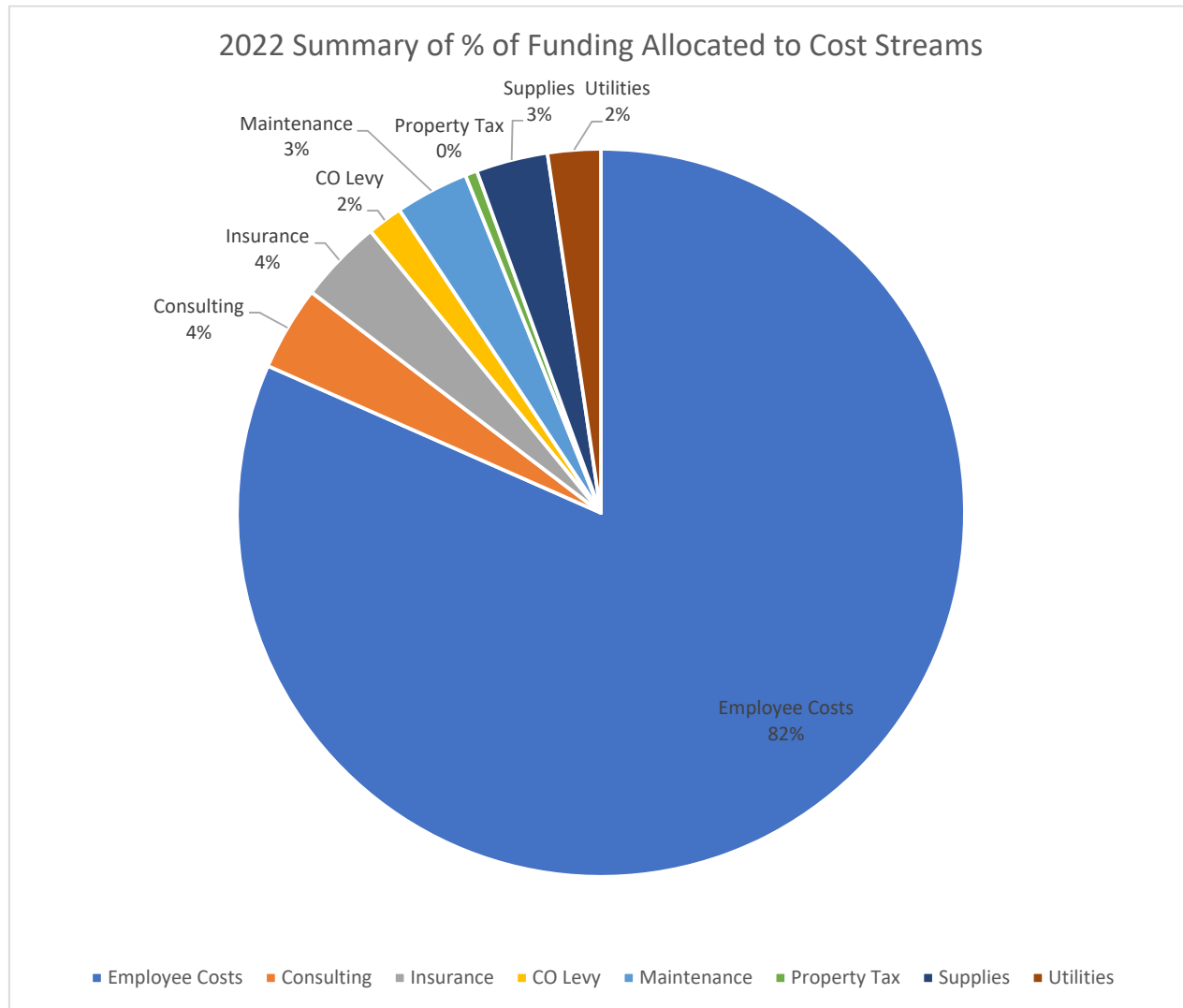
Schedule B 2022 General Levy Assessment (Draft)							
	2021	2021	2022	2022	2021	2022	2021/2022
	Current Value Assessment (modified) in Watershed	CVA Apportionment %	Current Value Assessment (modified) in Watershed	Weighted CVA Apportionment %			General Levy Increase
Municipality					General Levy	General Levy	
Township of Adelaide Metcalfe	\$ 477,465,569	1.9190%	\$ 477,330,858	1.9016%	\$ 22,637	\$ 26,214	\$ 3,577
Township Brooke-Alvinston	\$ 444,646,360	1.7871%	\$ 441,081,625	1.7572%	\$ 21,080	\$ 24,223	\$ 3,143
Municipality Chatham-Kent	\$ 3,245,499,210	13.0443%	\$ 3,258,819,210	12.9823%	\$ 153,868	\$ 178,963	\$ 25,095
Township Dawn-Euphemia	\$ 659,543,385	2.6508%	\$ 671,804,420	2.6763%	\$ 31,269	\$ 36,893	\$ 5,624
Township Enniskillen	\$ 496,951,075	1.9973%	\$ 490,495,560	1.9540%	\$ 23,560	\$ 26,936	\$ 3,376
Municipality Lambton Shores	\$ 1,241,608,727	4.9903%	\$ 1,258,956,584	5.0154%	\$ 58,864	\$ 69,138	\$ 10,274
Municipality Middlesex Centre	\$ 557,966,216	2.2426%	\$ 565,758,748	2.2538%	\$ 26,453	\$ 31,069	\$ 4,616
Village Newbury	\$ 38,012,315	0.1528%	\$ 38,604,675	0.1538%	\$ 1,802	\$ 2,120	\$ 318
Village Oil Springs	\$ 49,417,880	0.1986%	\$ 49,672,710	0.1979%	\$ 2,343	\$ 2,728	\$ 385
Town Petrolia	\$ 631,068,079	2.5364%	\$ 648,792,348	2.5846%	\$ 29,919	\$ 35,629	\$ 5,710
Town Plympton-Wyoming	\$ 1,361,815,899	5.4734%	\$ 1,382,558,921	5.5078%	\$ 64,563	\$ 75,926	\$ 11,363
Village Point Edward	\$ 551,257,710	2.2156%	\$ 541,647,010	2.1578%	\$ 26,135	\$ 29,746	\$ 3,611
City Sarnia	\$ 9,322,085,528	37.4674%	\$ 9,377,157,036	37.3562%	\$ 441,956	\$ 514,960	\$ 73,004
Municipality Southwest Middlesex	\$ 291,223,673	1.1705%	\$ 293,787,146	1.1704%	\$ 13,807	\$ 16,134	\$ 2,327
Township St. Clair	\$ 2,787,137,215	11.2021%	\$ 2,825,421,435	11.2558%	\$ 132,137	\$ 155,163	\$ 23,026
Township Strathroy - Caradoc	\$ 2,151,641,026	8.6479%	\$ 2,209,726,909	8.8030%	\$ 102,008	\$ 121,350	\$ 19,342
Township Warwick	\$ 573,210,816	2.3039%	\$ 570,371,457	2.2722%	\$ 27,176	\$ 31,323	\$ 4,147
	\$ 24,880,550,683	100%	\$ 25,101,986,652	100%	\$ 1,179,576	\$ 1,378,513	\$ 198,938
\$12,000 equals aprox. 1% change in levy CVA Apportionment is based on information provide from the Ministry of Natural Resources and Forestry (2021 CVA)							

2022 Municipal Funding Analysis
Schedule "C" Levy per \$100K Assessment Value

2022		Based on Total 2021 Modified CVA Assessment	
Municipality	Total Current Value Assessment (modified)	2022 Proposed General Levy per \$100k Assessment value	2022 Proposed General Levy Increase per \$100k Assessment value
Township of Adelaide Metcalfe	681,901,225	\$ 3.84	\$ 0.53
Township Brooke-Alvinston	441,081,625	\$ 5.49	\$ 0.75
Municipality Chatham-Kent	11,638,640,034	\$ 1.54	\$ 0.21
Township Dawn-Euphemia	671,804,420	\$ 5.49	\$ 0.75
Township Enniskillen	490,495,560	\$ 5.49	\$ 0.75
Municipality Lambton Shores	2,797,681,299	\$ 2.47	\$ 0.34
Municipality Middlesex Centre	3,535,992,174	\$ 0.88	\$ 0.12
Village Newbury	38,604,675	\$ 5.49	\$ 0.75
Village Oil Springs	49,672,710	\$ 5.49	\$ 0.75
Town Petrolia	648,792,348	\$ 5.49	\$ 0.75
Town Plympton-Wyoming	1,382,558,921	\$ 5.49	\$ 0.75
Village Point Edward	541,647,010	\$ 5.49	\$ 0.75
City Sarnia	9,377,157,036	\$ 5.49	\$ 0.75
Municipality Southwest Middlesex	734,467,865	\$ 2.20	\$ 0.30
Township St. Clair	2,825,421,435	\$ 5.49	\$ 0.75
Township Strathroy - Caradoc	3,112,291,422	\$ 3.90	\$ 0.53
Township Warwick	613,302,642	\$ 5.11	\$ 0.70
	39,581,512,401	\$ 4.40	\$ 0.60
		Average	

Schedule "E"

	2022	
Employee Costs	1,693,048	82%
Consulting	77,950	4%
Insurance	77,230	4%
CO Levy	32,500	2%
Maintenance	67,828	3%
Property Tax	11,052	1%
Supplies	66,207	3%
Utilities	48,792	2%
Total GL Budget	2,074,607	



Schedule "D"

2022 Conservation Area Maintenance and Operation Budget

	2021 Budget	2022 Budget	Special Levy
403- Shetland	\$ 12,000	\$ 9,525	\$8,415(Dawn-Euphemia)
404 - Sinclair	\$ 1,000	\$ 1,000	
405 - Wawanosh	\$ 15,450	\$ 16,350	\$14,715 (City of Sarnia)
413 - Clark Wright	\$ 5,350	\$ 17,100	\$11,600 (Strathroy-Caradoc)
416 - -Bridgeview	\$ 1,100	\$ 1,200	\$1,200 (Town of Petrolia)
417 - Campbell	\$ 347,760	\$ 354,623	
419 - Coldstream	\$ 6,200	\$ 26,450	\$23,805 (Middlesex Centre)
448 - Crothers	\$ 3,900	\$ 4,175	\$4,175(Chatham-Kent)
455 - Peers	\$ 7,100	\$ 11,050	\$7,550 (Chatham-Kent)
458 - Warwick	\$ 568,643	\$ 584,316	
470 - Stranak	\$ 5,900	\$ 6,000	\$6,000 (Chatham-Kent)
472 - Henderson	\$ 349,600	\$ 359,500	
474 - Strathroy	\$ 28,367	\$ 27,800	\$27,800 (Strathroy-Caradoc)
485 - McEwen	\$ 8,800	\$ 6,600	\$6,600 (Plympton-Wyoming)
486 - Mclean	\$ 55,400	\$ 38,330	
489 - Highland Glen	\$ 71,150	\$ 48,700	
493 - Dodge	\$ 1,250	\$ 1,250	\$1,250(Lambton-Shores)
Total	\$ 1,488,970	\$ 1,513,969	\$ 113,110

Notes:

Regional Conservation Areas (A.W. Campbell, L.C. Henderson, Warwick, Highland Glen)

Local Conservation Areas (Shetland, Wawanosh, McEwen, Clark Wright)

In Town Conservation Areas (Strathroy, Coldstream, Dodge, Stranak, Crothers, Bridgeview)

Detailed budgets for specific conservation areas available upon request.

The areas are supported by employment programs, fundraising, friends of groups, St. Clair Region Foundation and grants programs from corporate and non-profit organizations.

Capital Investment - \$60,000

Non-Matching General Levy	Revenues	Foundation	Other
\$ 1,110			
		\$ 1,000	
\$ 1,635			
		\$ 5,500	
	\$ 354,623		
\$ 2,645			
	\$ 3,500		
	\$ 584,316		
	\$ 359,500		
\$ -			
	\$ 38,330		
\$ 48,700			
\$ 54,090	\$ 1,340,269	\$ 6,500	\$ -

Summary of Authority / Foundation Land Holdings

Hectares

Conservation Lands	556
Conservation Forests	81
McKeough Upstream Lands	746
McKeough Dam & Channel	236
Foundations Lands	317
Total	1936

Flood Easements 647

To ensure the wisest use of these lands, the Authority works with the public and private sectors by entering into various lease agreements including agricultural, residential and other resource management leases. 918 hectares are under lease.



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**St. Clair Region Conservation Authority
Development Application Process Review
Final report to: Board of Directors
August 2021**

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1. Introduction

The St. Clair Region Conservation Authority play an integral part in the development application process review of the seventeen municipalities located in the SCRCA area. In October 2020, the Board of Directors of the SCRCA engaged Tim L Dobbie Consulting to do a development application process review. This report contains the results of that review as well as several recommendations for the Board of Directors.

The review has been a series of detailed discussion with all parties involved in the development application process in the SCRCA. These included SCRCA staff, members of the SCRCA Board of Directors, staff of the seventeen municipalities and two counties, as well as many representatives of the development community. This activity has given us a good understanding of the development application processing in the area.

We have also chosen to compare seven other Conservation Authorities in Ontario to provide insight into best practices from other Conservation Authorities. This comparison has provided us with valuable information that is helping to frame our recommendations to the Board of Directors of the SCRCA.

2. Study Methodology

The review process started with detailed discussions with the appropriate staff at the SCRCA. Brian McDougall, General Manager, put together a small staff advisory team to deal with our process on a regular basis. The staff team included, in addition to Brian, Sarah Hodgkiss (Planning Ecologist), Melissa Deisley (Regulations Coordinator), and Chris Durand (Manager of GIS/IT). This team met regularly throughout the process with the consultants including Paul Emerson, Laurie- Anne Poole and Tim Dobbie. In addition to this team, seven other staff members who work closely the Planning & Regulations department were interviewed by the consultants.

Each member of the SCRCA Board of Directors was invited to participate in an interview with the consultants. More than half of the board members participated in the interviews, and they provided excellent input to the review.

The consultants met with select staff of the 17 member municipalities and 2 counties within SCRCA's watershed. These meetings were carried out by Zoom with two consultants and up to three members of the municipal staff including the CAO, a planner and a public works or drainage superintendent. Some municipalities had their own internal consultants on the call who were involved in their development review process. Tim L. Dobbie Consulting Ltd. was asked to make a presentation to the Lambton County CAO group to update the CAOs on the process we were following with this project. The consultant also met with both the Manager of Planning and Development Services and the Chief Building Official for Lambton County as well as the Director of Planning for Middlesex County, with one or two members of the SCRCA staff advisory team joining in these meetings.

In order to engage the development community, the consultant asked for names and contact information of developers, technical consultants (e.g. Engineers, ecologists), contractors etc. from each municipality as well as from the staff of the SCRCA. This resulted in us sending out 125 emails inviting a response from the development community. Fifty of those emails went to all members of the Sarnia Homebuilders Association who contacted us separately.

In our process we did not interview members of the general public, but we feel it necessary to include their voice as a very large, important consumer of SCRCA planning and regulations services. In fact, regulations permitting requires the most staff resources of the department and handles a significant and increasing case load. With respect to increased wait times for services, regulations permitting has the larger bottleneck and therefore a larger voice as far as customer satisfaction is concerned than planning review.

The final phase of our work involved reaching out to seven Conservation Authorities to collect data and best practices to compare to SCRCA in terms of application review and processing. The other Conservation Authorities' staff were each interviewed by two members of the consulting team. The other Conservation Authorities requested copy of this final report to the SCRCA Board of Directors.

We note that all of the meetings described above were completed over Zoom due to the COVID-19 situation, with most people working from home. We also recognize that everyone who was interviewed is facing a very significant increase in the development activity in the SCRCA watershed. According to the Lambton County staff, applications have increased by 50% over the previous year for the first three months of 2021.

3. The role of the SCRCA in Development Application Processing

The following section provides background context on governance issues regarding Conservation Authorities as well as a review of the recent legislation changes impacting the SCRCA.

Conservation Authority Regulations

In the 1970s the “Fill, Construction, and Alteration to Waterways” regulations were enacted under the Conservation Authorities Act. These replaced floodplain regulations from the 1960s and gave Conservation Authorities broad powers to regulate floodplains, associated steep slopes and some defined wetlands. Through the 1980s and 1990s, many other wetland areas (provincially and locally significant) were identified and became part of the regulated areas.

Also, through the 1990s, the Department of Fisheries and Oceans began to focus more on the protection of fish habitat on inland watercourses (not just oceans boundary waters and large lake systems). Many Conservation Authorities negotiated agreements with the DFO and became the local delivery agents for their regulations that were made under the Federal Fisheries Act.

As urbanization began to intensify across Ontario, storm water management became a major concern. Conservation Authorities also began to play an important technical advisory/regulatory role in assisting municipalities to address this issue.

In 2006, the Minister of Natural Resources approved the individual “Development, Interference and Alteration” Regulations for all CAs consistent with Ontario Regulation 97/04. The St. Clair Region Conservation Authority’s individual regulation stemming from this process is Ontario Regulation 171/06. Through these regulations, CAs are empowered to regulate development and activities in or adjacent to river or stream valleys, Great Lakes and large inland lakes shorelines, watercourses, hazardous lands and wetlands. These regulations ensure conformity of wording across all CA’s and complement municipal implementation of provincial policies under the Planning Act. Development taking place on lands that meet the definitions in the Act and text of the Regulation may require permission from individual Conservation Authorities to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. They

also regulate the straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, watercourse or the changing or interfering in any way with a wetland.

The following objectives provide the basis for the decision-making process for implementing the Authority's regulation and permit process:

- Prevent loss of life,
- Minimize property damage and social disruption
- Reduce public and private expenditure for emergency operation, evacuation and restoration,
- Minimize the hazards and unnecessary development of riverine flood plains and flood and erosion susceptible shoreline areas which in future years may require expensive protection measures,
- Regulate works and development which, singularly or collectively, may reduce riverine channel capacities to pass flood flows resulting in increased flood levels, and creating potential danger to upstream and downstream landowners,
- Control filling and/or drainage of natural storage areas such as wetlands and valley lands,
- Encourage the conservation of land through the control of construction and placement of fill on existing or potentially unstable valley slopes or shoreline bluffs,
- Reduce soil erosion and sedimentation from development activity,
- Control pollution or other degradation of existing and potential groundwater aquifer(s) and aquifer recharge areas, created by fill activities: and
- Control water pollution, sedimentation and potential nuisances due to floating objects and debris.

Planning Role

Concurrent with the evolution of the Conservation Authority regulations, the Conservation Authorities also took on a more proactive role as a commenting agency under the Ontario Planning Act (1990). Depending on the watershed needs, and the technical expertise of individual CAs; these comments could address a very wide range of issues (i.e., CA regulated areas, fish habitat,

stormwater management, other natural heritage features, and more recently climate change etc.).

In the 1990s, the province moved to a one-window commenting role for Planning Act applications, through the Ministry of Municipal Affairs (MMAH), for Provincial Ministries. In 1995, a Memorandum of Understanding with MMAH and the Ministry of Natural Resources (MNR) clarified the role of Conservation Authorities. Conservation Authorities were delegated natural hazard responsibilities related to floodplain management, hazardous slopes, Great Lakes Shoreline and connecting channels, and erosion. The technical basis for this commenting role derives from the Ministry of Natural Resources Natural Hazard Technical Guides.

At this time, many Conservation Authorities were given the opportunity to negotiate Memorandums of Understanding with their municipal partners and provide technical advice in areas where the Ministry of Natural Resources and Ministry of the Environment were no longer directly involved at the local level.

Conservation Authorities were circulated planning applications by the municipality and participated in pre-consultation meetings as a commenting authority. They provided their comments and had the opportunity to appeal to the LPAT (formerly OMB).

The Planning Act is implemented through the Provincial Policy Statement (PPS), which was most recently updated in 2020. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system. Provincial plans and municipal official plans provide the framework for comprehensive, integrated and long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.

In accordance with the Planning Act, municipalities are responsible for the implementation of the natural heritage policies of the PPS. SCRCA provides natural heritage technical review and commenting services on behalf of our member municipalities, as per their request to provide this service, due to a lack of technical expertise at the municipal and County level.

2020 Amendments to the Conservation Authorities Act

On November 5, 2020, the province introduced proposed amendments to the Conservation Authorities Act through Bill 229. These proposed changes will impact some of the programs and services that CAs deliver as well as their role in planning and permitting. The province has indicated that these changes will improve transparency and consistency, strengthen provincial and municipal oversight, and streamline CA roles in land use planning and permitting.

It is anticipated that regulations to implement the Act, and further define the mandatory programs and services, will be released for public comment in December and early in the new year.

Proposed Amendments

- Will narrow the objects of the CAs to (i) mandatory programs and services, (ii) municipal programs and services (ie. service agreements between municipalities and CAs), (iii) other programs and services (that would require municipal agreements if levy dollars used).
- Remove the CAs as a public body under the Planning Act and name them under the MMAH one window for purposes of appeals.
- Remove the power of CAs to expropriate lands.
- Direct appeals of CA permit decisions through LPAT.
- Authorize the Minister of MNRF to take over a permit application under Section 28 of the CA Act.
- Limit the ability of CA officers to enter land without a warrant to specific situations only.
- Municipalities may only appoint elected municipal councilors to the CA boards (no members of the general public).
- Minister of MNRF may appoint a member to CA boards that represents the agricultural community.
- Limit the terms for Board Chairs and Vice-Chairs.

The proposed amendments to the CA Act are designed to make the Conservation Authorities more accountable to the province and the watershed member municipalities. These changes will be further refined as the province implements these amendments through new regulations, policies and other legal instruments.

Under this new policy regime, it is critical that the St. Clair Region Conservation Authority be fully engaged with their municipal partners to further define the role of the CA in land use planning and permitting.

It is important to focus on being “value added” and “service delivery oriented” and understand that the SCRCA’s role is to protect life and property from natural hazards such as flooding and erosion, and to protect, manage and restore our natural systems, including woodlands, wetlands, waterways and lakes, but at the same time be cognizant of the need to help facilitate economic growth.

While finding this balance may at first appear to be a difficult task, it can be done through an understanding of the applicable legislation, and clear communication between all parties involved in the process.

4. Development Application Processing Inputs

This part of the report provides a summary of the input that we have received through this review from all of the partners in development application processing. The reader will see that there is a mixture of supportive and critical comments from the partners. The consultants believe that there is a way to build on the supportive comments and recognize the critical comments to put the SCRCA in a very positive position with respect to development moving forward.

However, it should also be understood that many of the respondents (some staff, Board members, municipalities and developers) expressed a cynicism that this could become another report that sits on the shelf, with no action taken. It was suggested that “we have been down this road before, and nothing was done”. There is a strong desire among the parties to see that improvements are forthcoming. The status quo is not acceptable.

A. Staff of the SCRCA

The consultant interviewed eleven staff members involved in the development application processing. The following represents the comments heard from the majority of the staff.

- Staff indicated that the three main issues facing the SCRCA are funding, staff turnover resulting in loss of institutional knowledge and the need for additional staff to meet the increased development applications in the SCRCA area.

- The previous fifteen months have been difficult given the virus, the increase in the development activity and the inability to fill the manager position in the planning and permits area.
- Staff indicated that they have been under significant pressure brought to bear by increased applications received at the seventeen municipalities. Staff indicated that they are working as hard as possible to keep up to the development applications received. The SCRCA staff have also mentioned that on occasion some municipalities did not bring them in at the start of the development application processing. This has provided additional challenges for the staff.
- Staff indicated that the interactions between staff involved in the development application processing and other departments at the SCRCA are working well.
- Staff believe that the position of Manager of Planning and Regulations currently vacant, should be replaced by a "Director" when filled.
- Staff indicated that the work carried out by the Planning and Regulations group is done in a very cooperative and professional environment. Staff indicated that they are not trying to stop development but are trying to promote development in appropriate areas.
- To improve the development application process, a better relationship is required between the SCRCA and the seventeen municipalities. Development applications need to be complete, and each municipality needs to ensure that the SCRCA is involved by the municipalities at the beginning of the process.
- Staff confirmed that there is a significant increase in applications.
- Staff supported a need for a memorandum of understanding with the municipalities in order to clarify the relationship between the SCRCA and the municipalities. Staff indicated that they have started work on this item but due to the workload with increased applications, the project is not completed.
- Staff suggested that they would be interested in having a closer relationship with the Board of Directors by perhaps updating key development issues at each board meeting.

B. Members of the Board of Directors

- The Board members indicated that they thought the development application processing abilities of the staff was excellent, and they emphasize the importance of natural habitat and proper control of draining issues.
- The Board recognized the existing staff shortages as well as the increase in development activity. They expressed that their hope for the future would be a more expedited process regarding development applications.
- The Board mentioned that in their response to development applications, staff should clearly indicate those that are required under legislation by the Conservation Authorities, and those comments that are just recommendations or suggestions. *(For the past 2 years, the SCRCA staff are doing this and using the template from Conservation Ontario)*
- The Board members felt that there should be an increase in the level of service provided to the municipalities in the SCRCA area. There should be increased communication with municipalities and customer service standards that are implemented and enforced. *(This is included in the recently amended changes by the Province).*

C. Municipalities in the SCRCA area

The consultants interviewed fifteen of the seventeen municipalities in detail. The following represents the majority views of the municipalities.

- When asked to describe the three major issues facing the Municipality in development application processing, they indicated that the number of applications has increased significantly, the parcels of land that developers are trying to develop are the lands remaining that have significant issues to be dealt with before development and the Conservation Authority are not staffed up enough to respond to all this development.
- While each municipality has its own development review process, there are a number of commonalities. The majority of the municipalities use

predevelopment review meetings, require a complete application, try to give the developer a total list of the requirements up front, and have various forms for public input.

- Municipalities commented on the relationship with the SCRCA development staff as very specialized, professional and knowledgeable. The municipalities indicated that given the shortage of staff in the Conservation Authority, they have noted greater delays in their response.
- The municipalities also provided some critical comments about the SCRCA response to development application processing. As an example, municipalities stated:
 - That the SCRCA does not communicate very effectively
 - They need to meet with us when the application is first dealt with
 - They comment on things not required.
 - Often waiting for weeks to get a response.
- The municipalities thought that the Conservation Authority should present their budgets to councils with goals and objectives to get buy-in. On major development applications, be present at Council and develop a better process with each municipality. From the municipalities point of view, they support having a better relationship with the Conservation Authority.

D. The development community

The interviews with the development community included discussions with developers, planning consultants, engineering consultants and drainage officials. The development community are involved in all types of construction activities including residential commercial and industrial. The level of development in the SCRCA area is extremely busy and the development community is hoping that will continue.

- Developers who have developed for a number of years in the area indicated that they were aware of the shortage of staff at the SCRCA however they did say that recently the SCRCA are significantly behind in dealing with development.
- The majority of the developers hoped that the SCRCA would engage additional employees to deal with the developments that are occurring in the SCRCA area.

- Several developers mentioned that they felt that the Upper Thames provides much better service to the development community than the SCRCA.
- Every developer had their own story to relate regarding their relationship with the SCRCA. Most developers recommend that the Conservation Authority hire enough people to deal with the present level of development and that staff of the SCRCA should work much more closely with the municipalities going forward.
- The majority of the developers contacted indicated that the fee charged to developers is not the issue, it is the level of service being provided by the SCRCA. The developers favour increasing the fees to pay for a much-improved level of service for the development community.

E. Input from other Conservation Authorities

Part of the work program is the review of what other Conservation Authorities in Ontario do with respect to development application processing in their area.

The following seven Conservation Authorities were chosen as comparable by both the consultant and the SCRCA team. These include:

Ausable Bayfield Conservation
 Cataraqui Conservation
 Grand River Conservation Authority
 Nottawasaga Valley Conservation Authority
 South Nation Conservation Authority
 Saugeen Conservation
 Upper Thames River Conservation Authority

The following is a list of comments and best practices.

- Most Conservation Authorities have memorandums of understanding with municipalities, but everyone acknowledges them out of date.

- Most CA's have acknowledged that they should be updated with new regulations coming out of the Province of Ontario.
- Conservation Ontario has provided a template for planning comments with most distinguishing between mandate and advisory comments.
- Permit applications and planning application numbers are increasing significantly.
- Several CA's issue clearance letters for minor things, rather than go through a full permitting process.
- All CA's provide some form of triage to the processing of permit applications.
- No CA's achieve full cost recovery through the fees; some achieve 50%, others less than that. Many are considering increasing fees.
- Fee structure can vary for developers versus private citizens or municipalities.
- All CA's attend pre-consultation meetings (when it applies to them).
- Outreach and communication with their municipal partner and watershed residents are considered to be critical (website, open forums, municipal information days, municipal presentations).
- Proper technical resources are also crucial i.e., floodplain mapping, Lidar etc.
- Input from in-house staff with technical expertise is very important.
- Individual staff members can and should process both planning and permit applications.
- These staff members should be responsible for a specific geographic part of the watershed leading to a much more efficient operation.
- Staffing numbers for planning/regulation staff in all CA's is higher than the SCRCA.
- It is very helpful if CA's Planning staff have some municipal experience so they can understand the municipal process. The CA needs to see itself as a partner in the municipal planning process.
- Tone and respect in written responses and conversations is extremely important.

Attached as **Figure 1** is a comparison chart showing information on each of the Conservation Authorities including the SCRCA.

- The numbers provided include a number of municipalities in each Conservation Authority.
- The number of permits and planning applications for both 2018 and 2020.
- Those who are using memorandums of understanding with their municipalities.
- The number of planning and regulation staff is included.
- The amount of the general levy from the municipalities expressed as a percentage of the conservation authority budget.

We received additional comments from each of the seven comparators and we will be using these in the next chapter of the report relating to consultant's observations.

5. Consultant Observations and Recommendations

5.1 Observation: Principles of a new relationship with municipalities

We suggest that the principles of a new relationship with municipalities in the SCRCA area would consider the following:

- i) Staff of the SCRCA need to become an integral part of each municipality's development application processing team. This would require the SCRCA to work with a schedule of development application processing provided by each municipality.
- ii) There would be agreements on common timelines and best practices related to customer service with respect to communication standards for the development community, residents and municipal staff.
- iii) The SCRCA should develop a practice of response to development applications distinguishing between mandate and advisory comments.
- iv) The memorandum of understanding with municipalities must include reference to times when the SCRCA would be able to attend the municipalities Council meetings. This includes during budget time when the general levy is being discussed, at any time that an important development application is being considered by Council, and any other locations where there is mutual agreement that a presentation as required by the SCRCA.
- v) With the hiring of the new General Manager and the subsequent filling of the Director of Planning and Regulation by the end of the year, consideration should be given to the development of a key contact role whereby the SCRCA would provide each municipality with a key contact. This model is used by other conservation authorities to monitor activities in each municipality to ensure that the SCRCA stays current with all issues in the municipality with a view to protecting the reputation and performance of the SCRCA.
- vi) The MOU would allow the SCRCA and each municipality to deal with technical issues with respect to development such as the recent issue on drainage matters.

5.1 RECOMMENDATION:

That the Board of Directors of the St. Clair Region Conservation Authority support the development of memorandums of understanding with all of their municipalities. This is a requirement of changes made by the Province of Ontario with respect to Conservation Authorities. The Board supports that the MOU use would contain all of the necessary technical issues associated with the development application processing, but they would also include all the “principles” of a partnership as developed in this report.

5.2 Observation: Three additional technical staff

We believe that the SCRCA needs to bring in three additional technical staff as soon as possible in order to keep up with the significant increase in the development application processing being incurred by the seventeen municipalities in the SCRCA watershed. The estimated cost of the 3 new positions is \$280,000 which could be funded through a 10% increase in the levy and a 10% increase in the fees for both 2022 and 2023

5.2 RECOMMENDATION:

That the Board of Directors of the St. Clair Region Conservation Authority support increasing the capacity of the complement of staff from the current six, to 9. The timing of these 3 staff joining the SCRCA would be subject to the appropriate funding.

5.3 Observation: Sustainable funding for the SCRCA

The SCRCA staff have indicated to us that funding is one of the key issues they deal with quite regularly. With the increase in the development activity in the SCRCA watershed, it is essential that funding be in place to allow the SCRCA to carry out its duties effectively. We believe that there are two areas of funding that could be increased including development fees and the general levy for municipalities.

We understand that the Board of Directors in the past have been reluctant to raise development fees. This is understandable as in the past, municipalities in the area were working hard to attract development. At the present time however, the municipalities are receiving significant increases in the amount

of development applications, and we believe that the development community would prefer to pay more fees for a consistent and predictable development application process.

General levies appear to be quite low compared to the seven conservation authorities that we compared. We suggest that the Board make this a key work plan item with both the new General Manager and new Director of Planning and Regulation to bring to Council a realistic revenue strategy for the 2022 budget and beyond.

SCRCA staff are currently completing a draft of the 2022 budget for consideration by the Board of Directors in September of this year. This draft budget assumes an increase of 10% in both the general levy as well as development fees. (This was approved previously by the board) in order to fund the additional staff (3) recommended by this report it would be necessary for the board to approve an additional 10% for both the general levy and development fees in both the 2022 and 2023 budgets.

5.3 RECOMMENDATION:

That the Board of Directors of the St. Clair Region Conservation Authority direct staff to consider the cost associated with the addition of 3 new technical employees and other corporate priorities to be funded by increases in both the levy and fees in the draft 2022 and 2023 budget.

5.4 Observation: Technologies

The amount of technology available for staff to do their work can have a large impact on efficiencies and service delivery. SCRCA IT staff were able to implement some significant changes that allowed staff better keep track of all activities as well as steps to facilitate access to information and maps while working remotely. Planning and Regulations staff have a "Case Manager" database that allows for recording and tracking of all "cases" within the department. This includes payment tracking and also reporting. In addition, there has been investment in a digital document management system that has all but eliminated all paper files in the department since 2018. The GIS team has also done their best to ensure that mapping is readily available both internally and to the public. That said, advancements in technology are always ongoing and because there are many other Conservation Authorities

performing the same tasks, there are likely other technologies that might be available that would promote even greater efficiencies. For example, the Grand River Conservation Authority has an online permit application system that is almost completely automated.

5.4 RECOMMENDATION:

That the Board of Directors support the investigation of additional technologies either from other Conservation Authorities or Municipal partners that might further enhance service delivery.

Respectfully submitted,

Tim L. Dobbie
CONSULTING LTD.



FIGURE 1 – Comparison Chart

St. Clair Region Conservation Authority Development Application Process Review

	ABCA	CRCA	GRCA	NVCA	SNCA	SVCA	UTRCA	SCRCA
NUMBER OF MUNICIPALITIES	12	11+3	39	18	16	15	17	17
# of BOARD MEMBERS	9	17	26	18	12	15	15	20
PERMITS	18-66 20-285	18-435 20-485	18-853 20-1003	18-767 20-781	18-134 20-254	18-271 353	18-227 20-181	18-167 20-182
PLANNING APPLICATIONS	18-113 20-54	18-292 20-314	N/A	18-424 20-648	18-390 20-432	18-411 20 N/A	18-815 20-585	18-52 20-242
MOU'S/ SERVICE AGREEMENTS	NO	YES	YES	YES	YES	YES	YES	YES
NUMBER OF PLANNING/ REG. STAFF	4	4.5	11	12	9	9	14	6
% of Municipal Levy	2019 27%	2020 44%	2020 36%	2020 54%	2020 51%	2020 41%	2020 37%	2020 13%

Ausable Bayfield Conservation - **ABCA**

Cataraqui Conservation Authority - **CRCA**

Grand River Conservation Authority - **GRCA**

Nottawasaga Valley Conservation Authority - **NVCA**

South Nation Conservation Authority - **SNCA**

Saugeen Conservation - **SVCA**

Upper Thames River Conservation Authority - **UTRCA**

6. Appendix A submitted from SCRCA Staff

SCRCA's Development Application Review Role

The St. Clair Region Conservation Authority (SCRCA) plays an integral role in the development application review process of our seventeen member municipalities located within the SCRCA's watershed. The Authority also plays a regulatory role for development or site alteration within areas defined under the Conservation Authorities Act. The same regulatory role also covers activities on municipal drains including extensive maintenance works, addition of outfalls, new municipal drains and drain enclosures.

Workload and Staffing

The increasing number of development applications and regulatory permit requests submitted to SCRCA for review and comment has significantly increased the workload within the Planning and Regulations Department over the past decade. Staff have been added to catch up to this trend when required. In 2010, two staff undertook most of the workload associated with development application commenting and regulatory permitting. By 2015, that number had doubled to 4 and by 2018, the staff providing these services had increased to 6.

It is important to note that in addition to the CA's evolving role in application review, it is increasingly common that the lands being proposed for development are complex in terms of natural hazards and natural heritage constraints, which require additional complex technical studies. The staff added to the department over the past decade have the expertise to advise and review these studies, which are necessary to meet provincial policy.

Fees

Staffing increases are costly, therefore at the direction of the Board of Directors, in 2019, SCRCA staff undertook a comprehensive fee comparison, comparing SCRCA's development application review fees with surrounding Conservation Authorities and Municipalities. A report was presented to SCRCA's Board of Directors, recommending annual increases to both municipal levy and planning review and permit fees to work towards a financial balance of cost recovery for SCRCA. This process is ongoing, but additional updates to both the levy and fees will be necessary to cover the costs of an increased level of service being requested by our stakeholders.

Given the regulatory nature of the work done in the Planning and Regulations Department, complaints from applicants are not unexpected. However, there have been increasing complaints from landowners and developers on the speed of response and cost of permits in the last two years. While the staff do obtain positive feedback from many of their interactions, the negative feedback is often communicated more quickly and frequently than the positive and is more likely to be carried forward to others (e.g. Board members, Councilors, etc.).

COVID-19

Early 2020 brought a number of challenges to the Department. Within 4 weeks, 2 experienced staff, including the department manager, left for positions outside the organization, then the world plunged into the COVID-19 global pandemic. Staff, already reeling at the loss of their colleagues and the added workload they were being asked to undertake, were then asked to work from home and continue to meet the demands of the watershed's development community. Then in June and August of 2020, the department lost two more staff members, one temporarily to parental leave, and one to retirement.

Spinoff effects of COVID-19 resulted in increased numbers of building permit requests, as well as real estate transactions, and demand for subdivisions to move forward to meet an increase demand for housing. Clearly this was no small task and staff within and outside the department worked tirelessly to keep up with the workload under these new conditions. However, despite staffs' valiant attempts to keep up, wait times increased and complaints increased as well. The pandemic hampered hiring to fill the vacant positions further slowing the response to concerns being expressed by the community.

With respect to reviewing applications through our regulatory process (Ontario Regulation 171/06), there has been a significant increase in case load over the past 2 years and less staff at the SCRCA available to handle processing permits efficiently. In August 2020, Regulations staff was reduced to one staff member and therefore there has been a significant backlog in applications and processing inquiries. Existing vacant positions have since been filled, however it should be noted that there is a huge learning curve and specialized training to all positions in the Planning and Regulations Department, and therefore it takes time to get new staff up and running to the point where they can independently sign off on permits.

Customer Service Improvements

SCRCA staff have made a number of changes over the last three years to ensure the highest level of service possible with the resources we currently have. These include:

- Creation of a digital document management system to better manage storage and access to documents (including site plans, technical reports, applications, permits, etc.)
- Creation of a Case Manager database, by IT staff, to assist with:
 - tracking all contact information, communications and fees associated with permits and planning applications, and
 - improved reporting and management of processing timelines.
 - **Note: This tool was critical for staff to continue flow of work while working from home during the COVID-19 shutdowns.**
- A full-time Planning and Regulations Assistant/Clerk position was created in 2019 to improve response time to the increasing number of phone calls and emails directed to the department.

- The Assistant position was backfilled three times between June 2020 and April 2021, due to difficulty retaining staff for a one-year parental leave contract.
- Planning and Regulations staff have implemented standard practices as per Conservation Ontario and CA Collaborative recommendations. This includes a template for Municipal Plan Review responses.
- Staff from other departments have been recruited to handle additional case load (i.e. the Manager of IT/GIS has handled all real estate inquiries since 2020 and members of the administrative department have assisted with phone calls and fee collection).
 - It is important to note that while this work is critical, this is taking other SCRCA staff from their already busy full-time jobs in other departments
- Staff issue clearance letters for minor development (i.e. pole barn, grain bin), rather than going through a full permitting process
- Staff work on applications in the order they are received, but do triage files to ensure emergencies, or simple permits can go ahead without further hold up
- SCRCA staff attend pre-consultation meetings whenever it is requested by Municipal staff.

Municipal Partnerships

It is important that SCRCA staff and Municipal staff have open two-way communication and a mutual understanding of respective roles and timelines in both planning and regulations (including drains). This will be addressed through the updates to the MOU's required under Provincial policy.

SCRCA staff make themselves available to provide preliminary comments on applications at the outset of the application process when they are made aware of the applications and the appropriate fees are provided. During the COVID-19 lockdowns, SCRCA staff continued to attend meetings over virtual platforms with municipal staff, developers, consultants, etc. Due to existing staff capacity, SCRCA does not have the ability to handle last-minute requests, or to 'fast-track' applications, therefore we request to be made aware of applications as early in the process as possible to help to inform applicants on any constraints or required studies. Due to the nature of some of the technical studies (e.g. Hydrogeological studies, environmental impact studies), there may be temporal or seasonal constraints that applicants will have to consider.

The Municipalities have continued to recognize that the CA staff possess training and knowledge related to natural hazards and natural heritage that current Municipal staff do not possess. The CA's reports form an important part of Municipal reports on Planning Act applications.

Staff are often told by landowners that they were not aware that they required a permit through SCRCA until they were well into their municipal building permit application process. Again, two-way communication with the CA and Municipalities will help to streamline the process for landowners.

The current staff complement is not sufficient to deal with the increasing number of development applications that staff are handling. In order to achieve the service level that is being requested by Municipalities, developers, etc., additional staff will be required. Additional staffing to the Planning & Regulations department could include technical positions such as a permanent Engineering Technician, and additional Regulations Officer(s) to review applications and associated technical studies, as well as administrative positions such as an additional clerk to handle phone calls, process payments, screen applications, start files, etc. The department needs to be able to deal with incoming applications in a timely manner, as well as take back jobs that staff members from other departments are currently taking on (i.e. legal inquiries, document management, etc.)

Closing

SCRCA's Strategic Goals include:

1. Develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion,
2. Protect, manage, and restore our natural systems including woodlands, wetlands, waterways, and lakes, and
3. Build a stronger and more valued organization through business excellence.

SCRCA's Planning and Regulations staff are committed to providing a high level of service to the watershed's landowners and stakeholders, while ensuring that development is directed away from natural hazards and natural heritage features, to help create safe, livable communities. We look forward to strengthening our partnerships, improving transparency of our processes, and embracing tools and technologies to provide the best level of service possible.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Draft Council Committee Mandatory Vaccination Policy
Meeting: Council - 28 Oct 2021
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council adopt the draft Council-Committee Mandatory Vaccine Policy Effective Nov. 1, 2021

Background:

At the October 14, 2021 regular session of Council, I notified Council under New Business that with the move to mandatory vaccinations of those aged 12+ at the BAICCC, it would be appropriate to have a policy for Staff and Brooke Fire Rescue Members. Accordingly, a policy was implemented October 15, 2021.

Furthermore at the October 14th meeting, a question was presented to Council if they would like to expand on a policy applicable to Council and Committees.

A draft policy modelled from the County of Lambton is attached.

Comments:

The policy attached affects the following:

All Council Members


Committee Members on municipal committees including: Fire Committee, Committee of Adjustment, Cemetery Board, PARC

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[COVID-19 Vaccination Policy for Members](#)

	THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON	
	Subject:	COVID-19 Vaccination for Council & Committee Members
	Effective Date:	Approved By:
	Revision Date:	

PURPOSE

COVID-19 has had an unprecedented impact in the community, workplace and on the Municipality's operations and services. COVID-19 infection leads to illness that can include serious illness and possibly death.

As highly transmissible variants of COVID-19 emerge, infecting at a greater rate unvaccinated individuals, who are then more prone to serious illness, hospitalization and to transmitting the virus to others, vaccination against COVID-19 has emerged as a safe, reasonable, and effective protection against COVID-19. Vaccination has been shown to be effective in reducing COVID-19 transmission and to provide a high degree of protection against infection and serious illness from COVID-19 and its variants.

The health and safety of Council members, the Municipality's workers and those the Municipality serves is a priority.

In an effort to:

- maintain a healthy and safe work environment for all, including Council chambers; and
- reduce the risks of transmission and serious illness associated with COVID-19 and its variants,

Council has mandated this vaccination policy for its elected members.

DEFINITIONS

For the purpose of this Policy:

"Member" means a member of Council and includes a member of any committee and/or board of Council, including any alternate and/or proxy appointed and/or assigned from time to time by a member, if any.

"Rapid Antigen Test(ing)" means an antigen screening test approved to screen

asymptomatic individuals for COVID-19.

"Vaccinated" means to be fully treated with, and having received a complete series of, a COVID-19 vaccine approved for use in Canada by Health Canada (e.g. two doses of two-dose vaccine series) for a period of at least fourteen (14) days.

"Workplace" means any premise, land, location, vehicle or thing where a Municipal employee works but does not include a private home.

POLICY

On and subject to the terms and conditions indicated below, Members attending a Municipal Workplace shall be vaccinated against COVID-19.

RESPONSIBILITY

The Municipality, its employees and Members have an obligation to take all precautions reasonable in the circumstances to safeguard health and safety in the workplace. To that end, it is essential that Council and its Members take reasonable steps to protect each other and others against infection from COVID-19 and the effects thereof. This includes vaccination.

PROCEDURE

1.0 Members

- a) On and subject to section 2.0 below, every Member attending a Workplace, which includes for greater certainty Council Chambers, shall be vaccinated against COVID-19 by no later than November 1, 2021.
- b) Members shall submit proof of vaccination to the Clerk by no later than November 1, 2021, in the form required pursuant to paragraph c) below. Members who are not members of Council as at the effective date of this Policy but who later become members of Council shall submit proof of being Vaccinated prior to attending the Workplace.
- c) For the purposes of this Policy and in particular paragraph b) above, proof of vaccination shall be limited to a copy of:
 - i) a vaccination receipt issued by a public health authority,
 - ii) a vaccination receipt issued any Province, and/or
 - iii) a vaccination passport issued by a Province and/or Government of Canada.
- d) A Member who has not submitted proof of vaccination by the deadline stipulated

in paragraph b) above shall submit to Rapid Antigen Testing, at his or her cost and on his or her own time, no more than seven (7) days (or on such greater frequency and in such manner as set out by Provincial directives, guidelines, orders, or as otherwise required by law from time to time) prior to attending a Municipal Workplace and shall confirm the results thereof to the Clerk prior to attending the Municipal Workplace. A Member who fails to submit to such Rapid Antigen Testing, and who is not vaccinated, shall not be permitted to attend a Municipal Workplace. The Member shall only be permitted to attend meetings remotely by electronic means.

2.0 Exemptions/Accommodations

The object of this Policy is the protection of the health and safety of the Municipality's employees, Members and those who the Municipality serves. Any Member seeking an exemption and/or reasonable accommodation in relation to this Policy and its requirements in accordance with the requirements, if any, of the *Ontario Human Rights Code* and/or *Accessibility for Ontarians with Disabilities Act*, are asked to speak to the Clerk. The Member's circumstances will be reviewed on a case by case basis, in consultation with the Mayor, taking into account the *bona fide* requirements of the Member's position, duties and responsibilities and reasonably available accommodations, if any, taking into account all relevant factors and limitations on the Municipality's and Council's duty to accommodate prescribed by law.

3.0 Confidentiality - Privacy

The Municipality of Brooke-Alvinston is committed to preserving your privacy.

Any and all information provided to the Municipality for the purposes of this Policy will be used solely for the purposes of administering and enforcing this Policy and shall be safeguarded by the Municipality of Brooke-Alvinston against any unauthorized use, access and/or disclosure.

4.0 Associated Documents / Policies

This Policy shall be read in conjunction with:

- all health and safety rules, including COVID-19 protocols, applicable in the workplace.

5.0 Review

- a) The Policy may be amended by Council from time to time as relevant circumstances change, and at all times the Policy shall be applied in accordance with the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, the *Ontarians with Disabilities Act* and all other applicable law.

- b) Notwithstanding paragraph (a), this Policy shall be regularly reviewed on a

frequency of no less than three months.

QUESTIONS

Any questions about the application, administration, interpretation and/or implementation of this Policy shall be directed to the Clerk.

POLICY HISTORY

REVISION	DATE	PREPARED BY
New Policy		Clerk's Department



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2021 Staff / Council Appreciation
Meeting: Council - 28 Oct 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council agrees to support the organization(s) as listed in the Clerk Administrator's staff report.

Background:

In 2020, Council opted to support local businesses for the staff appreciation event and staff were authorized to purchase \$50 gift cards to local businesses in Brooke-Alvinston for members in appreciation for their work.

Comments:

In 2021, an option for Council to consider is supporting organizations in the community. Three readily available organizations to sponsor are:

- 1) Alvinston Optimist Club - Drive Through Dinner (Dec.11)
- 2) Alvinston Rodeo - General Admission to event in June 2022
- 3) Alvinston Legion - (verbal report at the meeting - still awaiting response)

Financial Considerations:

The 2021 budget can support the appreciation event.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Normal Farm Practices Board Costs
Meeting: Council - 28 Oct 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

This report is provided for information only.

Background:

In February 2020, Buurma Farms Inc. made application to the Normal Farm Practices Board as it relates to the Municipality's Zoning By-law and Tidy Yard By-law. Similar applications were made to the Townships of Dawn-Euphemia and Warwick.

The Board held a pre-hearing conference in April 2020 where it was decided that due to similar applications, the Municipality of Brooke-Alvinston's application would be heard first.

The hearing was scheduled for March 2021. Buurma Farms sought costs following the decision of the NFP Board in August 2021.

Comments:

The three Municipality's agreed to share the the legal fees associated with the NFP Board. The Municipality has held the bulk of the fees since the Spring of 2020.

Similarly, as the status of the Dawn-Euphemia application and Warwick applications are reviewed (or withdrawn), they will be shouldering the costs of their respective townships and subsequently those costs will be shared equally.

Since the Brooke-Alvinston application appears to be closed, we are ready to issue invoices to Dawn-Euphemia and Warwick for the Brooke-Alvinston application for their share of the costs.

Financial Considerations:

The total cost of all legal fees to defend our position including the first review with all three municipalities, the pre hearing meetings, the hearing and the appeal come to \$176,601.68 (total of all invoices from the three municipalities). The cost shared by each municipality is \$58,867.23

Additional costs should be expected with the Townships of Dawn-Euphemia and Warwick unless the applicant withdrawals the application(s).

The Municipality budgeted only \$20,000 in 2021 for the application(s).



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Grant Writing Options
Meeting: Council - 28 Oct 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council receive and file this report with direction to staff.

Background:

At the October 14, 2021 regular session of Council, the Mayor requested Council consideration in staff preparing a report on grant writing services / options for the Municipality.

Comments:

Prior to but mostly during the pandemic, grant applications for infrastructure projects, efficiency programs and COVID assistance applications have been numerous. Staff have reviewed as the proposals are announced and work together to meet submission requirements.

In 2021, nearly \$150,000 was obtained in funding which supplements some 2021 budget items or provides flexibility for additional projects outside of the budget. Although the number is acceptable and the finances complement aspects of the budget, the time and effort is forced and not always manageable by staff.

Options to consider for the 2022 budget in advance:

- 1) Conduct an RFP for Grant Writers and investigate an agreement suitable with the Municipality (mainly for grants over a certain threshold and excluding common ones like Canada Day, Summer Students, or grants less than a certain amount)
- 2) Explore Partnering with a Municipality / Upper Tier to share staff resources (mainly a larger municipality)
- 3) Encourage staff to attend grant writing courses / Economic Development while using local resources such as Sarnia Lambton Economic Partnership and the County when able for assistance.

Financial Considerations:

None associated at this time.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Ontario Municipal Partnership Fund
Meeting: Council - 28 Oct 2021
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council Receive and File the Ontario Municipal Fund (OMPF) and Brooke-Alvinston Taxation Levy Comparisons.

Background:

The Ontario Ministry of Finance recently announced the OMPF allocations for 2022. They have kept the same formula they have had in recent years. This fund was originally created to replace the taxation revenue that rural municipalities lost when the province reduced the tax rate on farmland to a maximum of 25% of that on residential properties and eliminated the 75% tax rebate they used to issue to farmers. However, under the current formula the government is reducing the amount they give to rural communities and increasing the amount they give to urban communities.

Comments:

Since 2012 Brooke-Alvinston's OMPF Funding has dropped from over \$1.6 million to \$521,700 for 2022. Since 2012 we have lost over \$6.3 million dollars in funding. In 2012 the OMPF grant represented over 85% of local taxation. In 2022 it will represent about 16% of local taxation.

Financial Considerations:

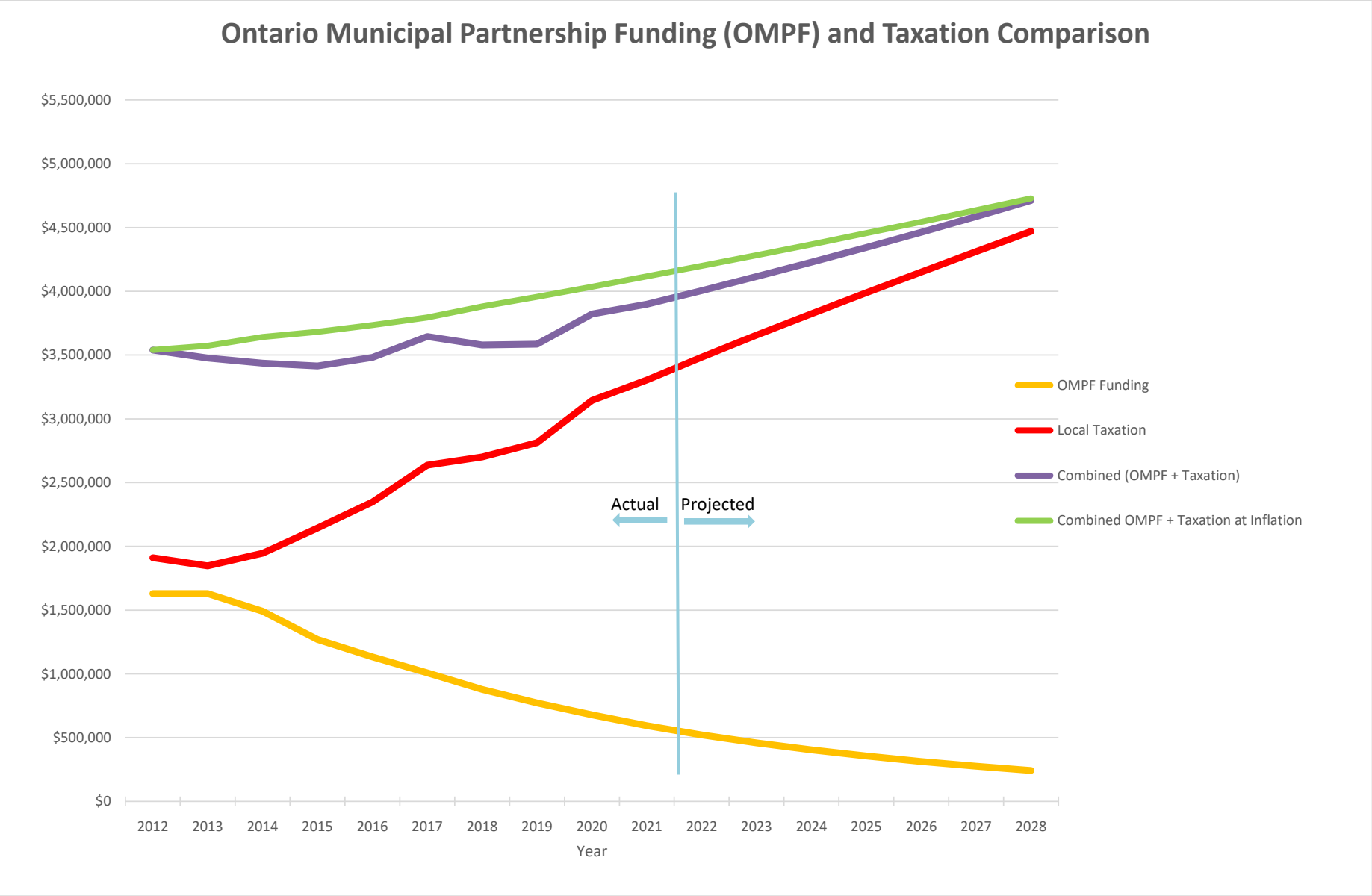
Our OMPF funding will decline by another 12.19% in 2022 to \$521,700. This is a \$72,400 loss from 2021. We would need to raise taxes by at approximately 2.3% to compensate for this loss (not counting inflation). As the attached graph shows, we have not increased taxation to keep up with inflation, nor to compensate for the OMPF losses we have had since 2012. To begin to regain the losses sustained during these years and to compensate for inflation, we would need increase taxes by approximately 5% for the next 5 years.

Relationship to Strategic Plan:

Fiscal Sustainability

ATTACHMENTS:

[Historical & Projected Ontario Municipal Partnership Funding](#)





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Refreshment Area - Alvinston Killer Bees Games
Meeting: Council - 28 Oct 2021
Department: Parks and Recreation
Staff Contact: Randy Hills, Public Works Manager

Recommendation:

That the report on the refreshment area for the Alvinston Killer Bees be received and filed.

Background:

At the October 14, 2021 regular session of Council, the Agenda item considering the allowance of alcohol in the stands during the Killer Bees game was tabled while more information was obtained.

Comments:

I spoke with the Killer Bees Game Co-Ordinator and suggested that the ice surface floor commencing at the east stairwell be utilized as the refreshment area. This area provides a larger area for social distancing and allows for more attendees in the area. Bar tables will be provided in the area. The arena does not have bar stools.

Dan Cumming was satisfied with the accommodation. The area will be clearly signed as an Age of Majority area only. By allowing the larger refreshment area, the stands area is accommodating more room for those in attendance. The Alvinston Optimist Club (the applicants for the Liquor License) will be responsible for ensuring only those aged 19 + are allowed into the area which is easier to monitor than in the stands.

Financial Considerations:

None associated with this report.