



# AGENDA

## Council Meeting

4:00 PM - Wednesday, November 10, 2021  
Municipal Office

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<b>1. CALL TO ORDER</b>	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
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**8. BY-LAWS**

- 8.1. Draft Procedural By-law

**9. NEW BUSINESS**

- 9.1. Notice of Motion - Councillor Deans

The the Committee developed to procure the next fire apparatus include a Councillor (Jamie Armstrong)

**10. CLOSED SESSION**

**11. RISE AND REPORT**

**12. BY-LAW CONFIRMING PROCEEDINGS**

**13. ADJOURNMENT**



# MINUTES

## Council Meeting

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

The Council of the Brooke-Alvinston was called to order on Thursday, October 28, 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 October 14, 2021

#### RESOLUTION-2021-317

Deputy Mayor Frank Nemcek made a motion that the October 14, 2021 meeting Minutes be approved as presented without any errors or omissions. Councillor Jeannette Douglas seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

### 5 DELEGATIONS & TIMED EVENTS

### 6 CORRESPONDENCE

a) Letter to Council from Marilyn Dolbear - Request for Walking Path

#### RESOLUTION-2021-318

Councillor Jamie Armstrong made a motion that Council directs Staff to provide a report on the estimated cost to construct an asphalt walking path along River Street to the Alvinston Cemetery. Councillor Jeannette Douglas seconded the motion.

**Carried**

b) Stephen & Colette Grover - Municipal Water Line

#### RESOLUTION-2021-319

Councillor Wayne Deans made a motion that Council support the request from Stephen & Colette Grover to allow a water extension to the proposed build at 7952 Centre Street; and that they work with the Public Works Manager to install the appropriate metre / pit; and that the Public Works Manager contact the other two inquiries; and that the Grover's understand that should a waterline go into the area in the future, they will be required to abandon their current line and hook into the new line. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- c) General Correspondence

**RESOLUTION-2021-320**

Councillor Jamie Armstrong made a motion that the General Correspondence be received and filed. Councillor Wayne Deans seconded the motion.

**Carried**

## 7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Draft Council / Committee Mandatory Vaccination Policy

**RESOLUTION-2021-321**

Councillor Jamie Armstrong made a motion that Council adopt the draft Council-Committee Mandatory Vaccine Policy Effective Nov. 1, 2021. Councillor Wayne Deans seconded the motion.

**Carried**

- b) **Clerk Administrator's Report:** 2021 Staff / Council Appreciation

**RESOLUTION-2021-322**

Councillor Jamie Armstrong made a motion that Council agrees to support the organization(s) as listed in the Clerk Administrator's staff report. Councillor Jeannette Douglas seconded the motion.

**Carried**

- c) **Clerk Administrator's Report:** Normal Farm Practices Board Costs

**RESOLUTION-2021-323**

Councillor Wayne Deans made a motion the report on cost sharing of the Normal Farm Practice Board be provided for information and that staff be authorized to forward the share of billings to the Township of Dawn-Euphemia and Warwick respectively. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) **Clerk Administrator's Report:** Grant Writing Options

**RESOLUTION-2021-324**

Councillor Jeannette Douglas made a motion that Council receive and file this report with direction to staff to explore further options. Councillor Jamie Armstrong seconded the motion.

**Carried**

- e) **Treasurer's Report:** Ontario Municipal Partnership Fund

**RESOLUTION-2021-325**

Deputy Mayor Frank Nemcek made a motion that Council Receive and File the Ontario Municipal Fund (OMPF) and Brooke-Alvinston Taxation Levy Comparisons. Councillor Jamie Armstrong seconded the motion.

**Carried**

- f) **Public Works Manager's Report:** Refreshment Area - Alvinston Killer Bees Games

**RESOLUTION-2021-326**

Councillor Wayne Deans made a motion that Council directs the Public Works Manager to look into additional advertising of the arena ice surface boards on the east end or suggest that cups only be used for the serving of drinks in the specified area. Councillor Jeannette Douglas seconded the motion.

**Carried**

- g) **Public Works Manager's Report:** Proposed new development - BAICCC

**RESOLUTION-2021-327**

Councillor Jamie Armstrong made a motion that the Public Works Manager be the point of contact to speak with at least three (3) Engineering Firms to obtain pricing and design information (building code requirements) for the proposed new development initiated by the Alvinston Optimist Club; and that once pricing options are received, a meeting with the Optimist Club Building Committee on a design be discussed and subsequent approval from Council prior to any contracts on design be completed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## 8 BY-LAWS

## 9 NEW BUSINESS

- a) **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.

Based on Motion 2021-327, Councillor Armstrong withdrew his motion.

- b) **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.

**RESOLUTION-2021-328**

Councillor Jeannette Douglas made a motion that Council amends the Procedural By-law to allow a hybrid type of meeting whereby members can participate in the meeting electronically or in person, with a limit of three consecutive electronic meetings; and that the By-law be revisited with the next term of Council. Councillor Wayne Deans seconded the motion.

**Carried**

- c) Public Works Manager

i) Policies / Procedures

The Public Works Manager commented on the winter sidewalk Policy, overnight parking on the streets and snow removal practices; there were no comments from Council on these matters

ii) Santa Claus Parade

The Optimist Club will be hosting a parade similar to 2020 with floats parked on the west side of the street (River Street) and vehicular traffic on east side (no parking of other vehicles allowed)

iii) Naming of Pavilion Bar

The Public Works Manager clarified that the Optimist Club intends to have a banner made with the naming of the bar (Tanner Redick Memorial Bar) only displayed during Optimist events.

iv) Survey of Municipal Building

A surveyor has been contacted to look into the proper survey of the municipal area and we are yet to receive it.

- d) The Public Works Manager reported that a request was received to install a street light at the north end of Elgin Street.

**RESOLUTION-2021-329**

Councillor Wayne Deans made a motion that Council directs the Public Works Manager to arrange for the installation of a street light at the north end of Elgin Street. Councillor Jamie Armstrong seconded the motion.

**Carried**

- e) Notice of Motion - Councillor Deans

The the Committee developed to procure the next fire apparatus include a Councillor (Jamie Armstrong)

- f) Campbell House - A.W. Campbell Conservation Area

**RESOLUTION-2021-330**

Councillor Jamie Armstrong made a motion that a letter be sent urgently to the SCRCA requesting that a discussion on the future status of the Campbell House be held with Council and the Community and that the demolition be paused. Councillor Wayne Deans seconded the motion.

**Carried**

**10 CLOSED SESSION**

**11 RISE AND REPORT**

**12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Confirming By-law

**RESOLUTION-2021-331**

Councillor Jamie Armstrong made a motion that By-law 48 of 2021 be read a first, second and third time and finally passed this 28th day of October, 2021. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**13 ADJOURNMENT**

Councillor Douglas adjourned the meeting at 5:53 p.m.

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Clerk-Administrator

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Mayor

November 5, 2021

To whom it may concern,

As the holiday season quickly approaches and we prepare for all the festivities, we hope to share the spirit of the season by hosting the sixth Brooke-Alvinston Holiday Meal. As a community, we would like to extend an invitation to individuals and families in need to join us for food and friendship. We all know many memories are created as we share dinner with family and friends during the holiday season. We hope this holiday meal will help to ensure families in our community share in this same warmth.

In order to accomplish this goal, we require the support of many partners. We are currently seeking monetary donations for items such as meat, vegetables and bread. We are also looking for volunteers to assist with preparing, serving and cleaning up the meal. We are planning to serve approximately 60 individuals.

The need is clearly evident in our community following the opening of the Brooke-Alvinston Food Bank in February 2014. Since January 2021, the food bank has served 40 households and 80 individuals

It is our hope that the Brooke-Alvinston Holiday Meal fills a need in our community and brings us closer together as we help one another. With your support we hope to make this another successful year. Cheques can be made out to Guthrie Church.

Thank you for your consideration

Sincerely,

The Douglas Family





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

Telephone: 519-383-8331  
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[www.lambtonpublichealth.ca](http://www.lambtonpublichealth.ca)

## **NEWS RELEASE**

For Immediate Release

### **Proof of Vaccination Required for Everyone Aged 12+ to Enter Sport and Recreational Fitness Facilities**

Tuesday, October 26, 2021

**Point Edward, ON** – Lambton Public Health (LPH) is introducing additional proof of vaccination requirements for all facilities used for sports and recreational fitness activities in the County of Lambton. Proof of vaccination will be required for anyone over the age of 12 who enters an indoor area of this type of facility to participate in, coach, officiate or watch an organized sporting event.

The new mandate officially comes into effect at 12:01 a.m. on October 31, when individuals 12 years of age and older must show identification and proof of vaccination for a first dose of a COVID-19 vaccine. By November 30, all individuals aged 12+ must show identification and proof of full vaccination (two doses of a COVID-19 vaccine plus 14 days following the second dose).

"We are in the midst of a fourth wave of the COVID-19 pandemic," said Dr. Sudit Ranade, Medical Officer of Health for the County of Lambton. "In Lambton County, 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 28.4 times more likely to be hospitalized than those who are vaccinated."

Activities related to organized sports, particularly contact sports and high intensity fitness and recreation, put participants at greater risk for COVID-19 transmission due to heavy breathing, close contact, length of contact and lack of personal protective equipment (face covering/mask). The risk is significantly increased when activities take place indoors.

"Requiring and verifying proof of vaccination for all people aged 12+ accessing indoor facilities used for sport and recreational fitness activities can greatly reduce the risk of transmission of COVID-19 and improve protection from the virus, limiting the spread in the community," continued Dr. Ranade.

LPH issued a Letter of Instruction to the owners/operators of facilities used for sports and recreational fitness activities in Lambton County today. The letter was developed by the health unit under the authority outlined in the Reopening Ontario Act which requires proof of COVID-19 vaccination and identification for all those 18 years of age and older who actively participate in organized sports or recreational fitness programs. In addition to players, the Letter of Instruction applies to coaches, officials, volunteers and spectators aged 12 and over.

For the latest updates on the vaccine rollout, a schedule of upcoming vaccination clinics and a list of local pharmacies who are offering COVID-19 vaccines please go to [getthevaccine.ca](http://getthevaccine.ca).

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#### **Please contact:**

[LPH-media-inquiries@county-lambton.on.ca](mailto:LPH-media-inquiries@county-lambton.on.ca)

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## **NEWS RELEASE**

For Immediate Release

### **Fight Influenza: Annual Flu Shots Now Available in Lambton County**

Tuesday, October 26, 2021

**Point Edward, ON** – Fall is here and with it comes another flu season! Lambton Public Health (LPH) is asking residents to get their annual influenza (flu) vaccine at local pharmacies, health care provider offices and upcoming community clinics.

Last year, social distancing measures and lockdowns resulted in a very low number of influenza cases reported across Canada. However, as COVID-19 restrictions loosen and more people interact in more places, it is likely the flu will make a comeback this year.

"The influenza vaccine is proven to reduce the number of doctors' visits, hospitalizations, and deaths related to the flu," said Crystal Palleschi, Supervisor of Health Protection for Lambton Public Health. "Protect yourself and your loved ones by getting a seasonal flu shot. It's the safest and most effective way to prevent the spread of the virus."

To avoid co-infection of COVID-19 and influenza, eligible residents are encouraged to get both the flu vaccine and two doses of the COVID-19 vaccine as soon as possible. Those who have not received two doses of the COVID-19 vaccine are able to safely receive both the COVID-19 vaccine and flu vaccine at the same time.

Similar to COVID-19, the influenza virus spreads through droplets that can enter the body through the eyes, nose and mouth. Typical symptoms include sudden onset of high fever, chills, sore throat, cough and muscle aches. Recovery generally takes a week to 10 days, but can result in hospitalization or death in rare cases.

Individuals who are more vulnerable to flu complications are:

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

"It is crucial for you to get your flu shot if you are in close contact with any of the groups listed above," said Crystal. These populations are prioritized for flu shots starting in October, while the general population is eligible starting in November.

Flu season typically runs from November to April when temperatures fall and people are in closer contact indoors. After getting the flu shot, it takes around two weeks for the vaccine to take effect and provide protection. The earlier you get vaccinated, the sooner you are protected. Because the influenza virus evolves and changes each year, LPH recommends annual vaccinations.

*...More*

In addition to accessing the vaccine at local pharmacies and health care providers, Lambton Public Health will also be offering community flu shot clinics at various locations throughout Lambton County in November. These community clinics will be **by appointment only**.

Visit [lambtonpublichealth.ca/flu-shot/](http://lambtonpublichealth.ca/flu-shot/) for further information or to schedule your flu shot appointment online. It's the quickest and most efficient way to book your appointment at LPH community clinics. Family and friends are encouraged to help loved ones complete the online registration. LPH's Vaccine Call Centre is also available to assist from Monday to Friday, 9 a.m. to 4 p.m. at 226-254-8222.

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**Please contact:**

[LPH-media-inquiries@county-lambton.on.ca](mailto:LPH-media-inquiries@county-lambton.on.ca)

FOR IMMEDIATE RELEASE  
October 28, 2021



**TOURISM SARNIA-LAMBTON IS EXTENDING THE DISCOVER SARNIA-LAMBTON, SUPPORT LOCAL GIFT CARD PROGRAM FOR 2022;  
JUST IN TIME FOR THE HOLIDAY SEASON**

**NEARLY \$250,000 IN GIFT CARDS HAVE BEEN PURCHASED THIS YEAR,  
SUPPORTING 300+ LOCAL LAMBTON COUNTY BUSINESSES**

**LAMBTON COUNTY** - Tourism Sarnia-Lambton is extending the Discover Sarnia-Lambton Gift Card Program for 2022, as consumers and businesses purchased nearly \$250,000 dollars in tourism gift cards to support local businesses across Lambton County this year.

The gift cards are available in \$10, \$25 and \$50 and can be redeemed at over 300+ local businesses in Lambton County. Tourism Sarnia-Lambton is encouraging all companies and individuals who would typically purchase gift cards this holiday season, to purchase the Discover Sarnia-Lambton Gift Cards, where 100% of the purchase directly supports our local businesses in the restaurant, retail, attraction and accommodation tourism sectors throughout Lambton County.

All 2021 "red" gift cards continue to remain valid throughout 2022, as Tourism Sarnia-Lambton reminds and encourages anyone with a gift card from this year to make a purchase with it and support our local businesses whenever possible. Full program details and a list of redemption locations can be found at [DiscoverSarniaLambton.com](http://DiscoverSarniaLambton.com).

"We are thrilled with the program, as it has received significant recognition and has been one of the most successful Tourism and supporting local business initiatives across the Country. The program has been a recovery life line, creating another revenue stream for our tourism industry partners while supporting our local economy throughout 2021", explained Mark Perrin, Tourism Sarnia-Lambton's Executive Director. "Tourism Sarnia-Lambton is continuously developing and implementing economic drivers, programming, and marketing campaigns that are critical in building and promoting vibrant municipalities, while supporting our economy within Lambton County".

Gift Cards can be purchased in person at Tourism Sarnia-Lambton 1455 Venetian Blvd in Point Edward, or they can also be purchased online at [DiscoverSarniaLambton.com](http://DiscoverSarniaLambton.com). For additional questions, or if you are a business looking to join the program, please contact us at 519 336 3232, or email [info@TourismSarniaLambton.com](mailto:info@TourismSarniaLambton.com).

Mark Perrin  
Tourism Sarnia-Lambton  
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## **NEWS RELEASE**

For Immediate Release

### **LPH Reminds Business Owners to Uphold Proof of Vaccination Requirements**

Tuesday, November 2, 2021

**Point Edward, ON** – In response to a number of resident complaints, Lambton Public Health (LPH) is reminding local business owners/operators they are responsible to uphold all proof of vaccination requirements as required by the Province.

On October 22, the Ontario government, in consultation with the Chief Medical Officer of Health, released A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term. This plan outlines Ontario's cautious and gradual approach to lifting remaining public health and workplace safety measures by March 2022. It will be guided by the ongoing assessment of key public health and health care indicators and supported by local and regional tailored responses to COVID-19.

Those indicators include: whether any new COVID-19 variants arise, how many people are in hospital and ICU with the illness, and if the Province sees a rapid increase in transmission of the disease.

Under the new proof of vaccination mandate, applicable businesses must ensure each patron who enters their facility provides:

- Proof of identification (government issued photo ID)
- Proof of being fully vaccinated with 2 doses of a COVID-19 vaccine (plus 2 weeks)
- Proof of a valid exemption (i.e. medical or clinical trial exemption)

"We understand people are tired of these public health measures, but in order to slow the spread of COVID-19 and avoid future lockdowns in our community it is imperative we all continue to do our part and stay vigilant," said Mike Gorgey, Manager of Health Promotion at Lambton Public Health. "LPH has received several complaints from residents over the last few weeks of businesses not being in compliance. The months ahead will require sustained observance in order to avoid unnecessary disruption to people's everyday lives. Let's work together to get back to normal as quickly as possible."

Failure to comply with the proof of vaccination requirements may result in charges under the Reopening Ontario Act. If charged under Part I of the Provincial Offences Act (POA), set fine amounts are \$750 for individuals and \$1,000 for corporations. Maximum penalties based on a prosecution under Part I or Part II of the POA include fines of up to \$100,000 and up to a year in jail for an individual; up to \$500,000 and up to a year and jail for an individual who is a director or officer of a corporation; and up to \$10 million for a corporation.

For the latest updates on Lambton County's COVID-19 Immunization Rollout or to book a COVID-19 vaccine appointment online please visit [GetTheVaccine.ca](https://getthevaccine.ca).

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**Please contact:**

[LPH-media-inquiries@county-lambton.on.ca](mailto:LPH-media-inquiries@county-lambton.on.ca)

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## **NEWS RELEASE**

For Immediate Release

### **Lambton Public Health Expands COVID-19 Third Dose Eligibility** Wednesday November 3, 2021

**Point Edward, ON** – Based on guidance from the Province of Ontario, Lambton Public Health (LPH) is expanding eligibility for third doses of the COVID-19 vaccine to:

- Individuals 70 years of age and older;
- Health-care workers and designated essential caregivers in congregate settings (including long-term care home and retirement home staff and designated caregivers);
- First Nation, Inuit and Metis adults including their non-Indigenous household members 18 years of age and older; and
- Anyone who received two doses of AstraZeneca or one dose of Janssen.

All newly eligible groups are now able to receive a third dose 6 months (168 days) after their second dose of a COVID-19 vaccine. There are a variety of vaccination options in the community to choose from including pharmacies, primary care and LPH community clinics.

**Before booking your appointment please check the date that you received your second dose.** Locally, many Lambton residents 70 years of age and older received their second shot in June, which makes them eligible for a third dose in December.

"The expansion of our vaccine rollout is going to create a very high demand at our local immunization clinics," said Dr. Sudit Ranade, Medical Officer of Health for Lambton Public Health. "We are still accepting walk-ins at our COVID-19 clinics for those who need a first or second shot, but anyone requiring a third dose will need to book an appointment online or through our call centre."

Community clinics are available throughout November. Visit [getthevaccine.ca](http://getthevaccine.ca) for further information or to schedule your third dose appointment online. It's the quickest and most efficient way to book your appointment at LPH community clinics. Family and friends are encouraged to help loved ones complete the online registration. LPH's Vaccine Call Centre is also available to assist from Monday to Friday, 9 a.m. to 4 p.m. at 226-254-8222.

This decision was made by the Ontario Government based on the National Advisory Committee on Immunization's (NACI) latest recommendations. Evidence continues to show that two dose vaccine effectiveness against COVID-19 is maintained against severe illness, hospitalization and deaths at 5-7 months. First and second doses remain the priority of Ontario's vaccine program.

"It is important to note that a third dose provides an added measure of protection and these newly eligible groups already have good protection with two doses, so while a third dose is recommended, it is not as time sensitive as making sure people get the first two doses," continued Dr. Ranade.

**...More**

Previously eligible groups who have already received third doses include residents of long-term care and retirement homes, First Nations elder care lodges, as well as individuals with specific high risk health conditions.

To date, 1,973 third doses have been administered to residents of Lambton County. Most third doses have been delivered by the LPH mobile vaccination team. This includes 1,073 doses to residents of long-term care and retirement homes, and 28 doses to residents of Elder Care lodges. Many people with eligible health conditions have received third doses at home or at local fixed-site clinics, which have given over 500 third doses.

In addition to the region's COVID-19 vaccine clinics, Lambton Public Health is holding several flu shot clinics throughout November. COVID-19 vaccine will be offered to those who are eligible and booked into one of these LPH community clinics. If you are eligible at the time of your flu shot appointment (e.g. one of the identified groups and 6 months past your second dose), you do not need to book a separate COVID-19 third dose appointment.

For the latest updates on Lambton County's COVID-19 Immunization Rollout or to book a COVID-19 vaccine appointment please visit [GetTheVaccine.ca](https://getthevaccine.ca). LPH's Vaccine Call Centre is also available to assist from Monday to Friday, 9 a.m. to 4 p.m. at 226-254-8222.

-30-

**Please contact:**

[LPH-media-inquiries@county-lambton.on.ca](mailto:LPH-media-inquiries@county-lambton.on.ca)



**Cultural Services Division**  
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 Fax: 519-834-2840  
[www.lambtonmuseums.ca](http://www.lambtonmuseums.ca)

## **NEWS RELEASE**

For Immediate Release

### **Oil Museum of Canada Hosts Virtual Talk About Early Settlement in Enniskillen**

Thursday, November 4, 2021

**Oil Springs, ON** – The Oil Museum of Canada, in partnership with Lambton County Archives, will host its first Virtual Talk on Thursday, November 18 at 7:00 p.m. exploring early settlement in Enniskillen Township.

Participants will learn about early colonial settlement in Enniskillen Township with Lambton County Archives Archivist/Supervisor Nicole Aszalos, who will share a survey of Enniskillen Township from the early 1830's. Documents from the Lambton County Archives collection and local township papers will be examined to uncover personal accounts of life in Enniskillen Township prior to the oil boom.

"We're looking forward to our first virtual talk, sharing more about the oil heritage of our region in an online platform. We hope the community takes this opportunity to further understand and connect with our local history," said Erin Dee-Richard, Curator/Supervisor with the Oil Museum of Canada. "There are many great resources available to the public through the Lambton County museums and Archives and we hope this virtual talk sheds more light on these assets."

Virtual talks are free and preregistration is required. You can [register for this virtual event online](#).

While the Oil Museum remains closed for a significant renovation, virtual program offerings are available to the public. Follow the Museum on [Facebook](#) or [subscribe to E-news](#) to stay up to date on upcoming online programs and events.

**-30-**

#### **Please contact:**

#### **Erin Dee-Richard**

Curator/Supervisor, Oil Museum of Canada  
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## **NEWS RELEASE**

For Immediate Release

### **Council Highlights**

Thursday, November 4, 2021

**Wyoming, ON** – Lambton County Council held their regular meeting via videoconference on Wednesday, November 3, 2021. At this meeting, Lambton County Council:

- Received an update from Lambton County Medical Officer of Health, Dr. Sudit Ranade, regarding the current COVID-19 situation in Lambton County.
- Recognized donors who have made generous contributions to County programs, services and facilities over the past year, including Roger Hay, Mark Moran, Ron Van Horne and Scott Ferguson, Lambton BASES, Hydro One, Bluewater Power, Enbridge, Seaway Kiwanis Club, Sarnia Community Foundation, Imperial Sarnia Site, Noelle's Gift, the Villa Auxiliary, the Lodge Auxiliary, and the Manor Auxiliary. Links to the individual video presentations can be found at [lambtononline.ca/donations](http://lambtononline.ca/donations).
- Supported the request from Enbridge Gas to provide a letter of support for the 2023 Dawn Corunna Project, to be included in the Ontario Energy Board application from Enbridge.
- Set up an economic development reserve fund for any proceeds from the sale of equities that are held by Bio-industrial Innovation Canada on behalf of the County.
- Received and filed a report regarding the authorization of an exception for the Dawn Landfill Site to accept construction, demolition, industrial, commercial and institutional waste from a commercial site located in the Municipality of Chatham-Kent.
- Adopted the County of Lambton Strategic Asset Management Policy to establish a coordinated approach and guidelines for the management of the County of Lambton's assets.
- Suspended the County capital grant program for 2022. No new capital grant requests will be entertained in the 2022 County Budget as a response to controlling and containing costs resulting from the COVID-19 pandemic.

**...More**

Council will next meet in Open Session at 9:30 a.m. on Wednesday, November 24, 2021.

**-30-**

**Please contact:**

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County of Lambton

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# News Release

**For Immediate Release**

**October 26, 2021**



**Warwick Township**  
6332 Nauvoo Road  
Watford, Ontario, N0M 2S0  
Phone: 519-849-3926  
[www.warwicktownship.ca](http://www.warwicktownship.ca)

## **Township of Warwick lifts State of Emergency Order**

**WATFORD, ON** –Mayor Jackie Rombouts announced today that the Declaration of the State of Emergency for Warwick Township will be terminated effective as of 4PM on Tuesday, October 26, 2021.

The State of Emergency was declared on March 18, 2020 in response to the Covid-19 pandemic.

While the State of Emergency has been lifted, all existing preventative Covid-19 protocols, as required by Lambton Public Health and the Province of Ontario remain in place within the Township. These include mask wearing, social distancing and proof of vaccination requirements for entry to Township facilities.

### **About Warwick Township**

*The Township of Warwick is one of eleven municipalities within the County of Lambton. In 1999, the Township was formed through the amalgamation of the Village of Watford and the Township of Warwick. The community has a population of approximately 4000 individuals, with 1700 residents in the urban area of Watford and the other residents living throughout the rural and agricultural areas.*

**For more information about the Township of Warwick, visit [www.warwicktownship.ca](http://www.warwicktownship.ca).**

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### **Contact:**

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**Jackie Rombouts, Mayor**  
Township of Warwick  
Phone: 519-646-3634  
Email: [jackie\\_rombouts@hotmail.com](mailto:jackie_rombouts@hotmail.com)



THE MUNICIPALITY OF

LAMBTON SHORES

**FOR IMMEDIATE RELEASE*****The Municipality of Lambton Shores Lifts Declaration of Emergency***

**Lambton Shores, October 29, 2021** – The Municipality of Lambton Shores has officially lifted the Declaration of Emergency, effective 4:00 p.m. on Friday, October 29, 2021. The state of emergency was declared on March 18, 2020, in response to the global pandemic. The Province of Ontario lifted its declaration of emergency on June 9.

The decision to lift the emergency declaration was made by Lambton Shores Mayor Bill Weber after the Lambton Shores Emergency Operations Control Group met on Thursday, October 28, 2021, to discuss the current COVID-19 situation.

With key public health indicators continuing to improve, and with COVID-19 protocols mandated by the Province of Ontario and Lambton Public Health now in place, the Emergency Operations Control Group determined the conditions presented in the original emergency declaration are no longer required at this time.

“When the state of emergency was originally declared, our community was facing many unknowns related to the threat of COVID-19,” said Mayor Weber. “The Declaration of Emergency gave the Municipality the tools and resources needed to effectively deal with the unprecedented challenges of the pandemic.”

Although the local Declaration of Emergency is being lifted, Lambton Shores officials remind the public this is only possible because of the COVID-19 protocols that remain in place, such as masking and proof of vaccination requirements, which are mandated by the Province of Ontario and Lambton Public Health.

“In no way does this decision mean the pandemic is over” continued Mayor Weber. “The threat of COVID-19 remains, but we are confident that the regulations and COVID-19 protocols now put in place by the province and health unit provide a safe framework to move forward. I could not be more proud of the way our community has supported the pandemic response since the beginning.”

The Lambton Shores State of Emergency was originally declared for the following reasons:

- To raise public awareness regarding the gravity of the COVID-19 pandemic situation,
- To protect volunteers that may be called to assist,
- To preserve the rights of the Municipality for future compensation should it become available; and
- To ensure the organization can quickly respond to other unforeseen events should they arise

While the impact of COVID-19 is showing signs of stabilization, the Emergency Operations Control Group will continue to monitor the situation. The Municipality of Lambton Shores will continue to follow the regulations mandated by the province and local public health unit. Should the situation change, the Municipality can reinstate a declaration of emergency.

“We are seeing positive signs in the local fight against COVID-19 and the efforts of our community have allowed us to take this step forward,” said Mayor Weber. “But to keep moving forward, we must continue following the protocols in place and finish the fight strong. We have all worked hard to stay safe, and we have worked hard to stay kind. We should all be very proud of our community.”

Updates regarding COVID-19 and Municipal services and facilities can be found at [lambtonshores.ca](http://lambtonshores.ca)

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**For more information please contact:**

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(519) 243-1400 ext. 8415



October 26, 2021

## **AMO Policy Update – Community Paramedicine Expansion, Broadband Internet Expansion, and Launch of Long-Term Care Inspections Program**

### **Community Paramedicine Long-Term Care Program Expansion**

The Ontario government is investing \$82.5 million to expand the existing Community Paramedicine for Long-Term Care program to an additional 22 communities, making it available to all eligible seniors across Ontario. This program, which is fully funded by the provincial government, provides additional care for seniors in their own homes before admission into long-term care. The program was piloted across five communities in October 2020 and is currently active in 33 communities. With this expansion, the program will be available to all eligible seniors across Ontario.

AMO is supportive of the Community Paramedicine for Long-Term Care program, and this needed expansion, as it provides for appropriate primary care by paramedics in peoples' homes across the province and is 100% funded by the province. There are no longer any geographical gaps in this LTC community paramedicine program.

AMO and the Ontario Association of Paramedic Chiefs (OAPC) released a joint Community Paramedic Policy Framework in July 2021. The paper sets out the immediate and future requirements to successfully develop a community paramedicine system in Ontario. We are looking forward to working with the Ministries of Health and Long-Term Care as valued partners along with Ontario Health to make a community paramedicine system in Ontario a reality.

### **Funding for Broadband Internet Expansion**

The Honourable Kinga Surma, Minister of Infrastructure, and the Honourable Steve Clark, Minister of Municipal Affairs and Housing, announced \$1.5 million in funding for high-speed internet expansion. The projects supported by this funding will connect more than 900 homes and businesses in Rideau Lakes, Saugeen Shores, Kincardine, and Lucan-Biddulph. The funding is from Ontario's Improving Connectivity for Ontario (ICON) program and is in addition to the \$14.7 million announced in July.

In addition to ICON, Ontario's 2021 Budget announced an additional \$4 billion to expand high-speed internet to all unserved and underserved Ontario communities by 2025. Infrastructure Ontario is currently conducting a [Request for Qualification](#) process for firms to participate in the reverse auction process to connect defined geographic areas. The provincial government also passed the [Supporting Broadband and Infrastructure Expansion Act, 2021](#) in April. This legislation gives the province authority to set the terms of access to municipal rights of way to build high-speed internet expansion projects if required. It is anticipated that Ontario will release guidelines for municipalities and internet service providers to support these expansion projects.

## **New Long-Term Care Inspections Program**

It was announced today that Ontario is investing \$20 million this year to hire 193 new inspections staff and launch a [new annual proactive inspections program](#) in long-term care homes. This is part of the government's commitment of \$72.3 million over three years to increase enforcement capacity, ensure every resident has a safe and best quality of life, and to hold homes accountable for the care they provide. This investment is to double the current number of long-term care inspectors by Fall 2022 with a ratio of one inspector for every two homes.

This proactive inspections program adds to the current risk-based program of responding to complaints and critical incidents and will assist the government and long-term care homes in identifying and resolving problems to improve the quality of care provided to residents. This program will take a resident-centred approach by allowing for direct discussion with residents, to focus on their care needs as well as the home's program and services. The results from these inspections will help the government determine where the sector can benefit from additional resources, including guidance material and best practices.

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



October 28, 2021

## **AMO Policy Update – New Long-Term Legislation, Additional Personal Support Workers' Wage Enhancements, New LTC Personal Support Workers and Nurses Training**

### **New Long-Term Care Legislation Introduced**

The Ontario government is introducing the *Providing More Care, Protecting Seniors, and Building More Beds Act, 2021*, which will repeal the current *Long-Term Care Homes Act, 2007* and create the *Fixing Long Term Care Act, 2021*. The Bill also introduces proposed amendments to the *Retirement Homes Act, 2010*.

Measures proposed under the *Fixing Long-Term Care Act, 2021* would fall under three pillars: improving staffing and care; protecting residents through better accountability, enforcement, and transparency; and building modern, safe, comfortable homes for seniors.

If passed, the *Fixing Long-Term Care Act, 2021* would:

- establish the commitment to provide an average of four hours of daily direct care per resident per day by March 31, 2025
- strengthen the Residents' Bill of Rights to align with the Ontario *Human Rights Code* and recognizing the role caregivers play in resident health and well-being
- implement new requirements for annual resident, family, and caregiver surveys
- establish new compliance and enforcement tools, including doubling the fines on the conviction of an offense under the proposed legislation
- introduce a Minister's review of a director's decision in the licensing process.

It is expected that these legislative changes to the *Retirement Homes Act, 2010* would, if passed, increase transparency, and promote consumer choice and resident protection by modernizing the oversight of the Retirement Homes Regulatory Authority, improving quality of care, and enhancing consumer protection.



AMO will be analyzing the Bill to assess the impact on residents and municipal homes and looks forward to presenting a submission to the legislative committee reviewing the Bill.

### **Extending Personal Support Workers' Temporary Wage Enhancement**

The province is providing an additional \$373 million to extend the temporary wage enhancement for personal support workers and direct support workers who deliver publicly funded services in home and community care, long-term care, public hospitals, and social services. This increase will continue until March 31, 2022 and is expected to help attract and retain workers in these critical sectors.

This temporary wage enhancement includes:

- \$3 per hour for approximately 38,000 eligible workers in home and community care
- \$3 per hour for approximately 50,000 eligible workers in long-term care
- \$2 per hour for approximately 10,000 eligible workers in public hospitals
- \$3 per hour for approximately 60,000 eligible workers in children, community and social services providing personal direct support services to those who need assistance with the activities of daily living.

### **Additional Training for Long-Term Care Nurses and Personal Support Workers**

The provincial government is funding up to \$100 million to add an additional 2,000 nurses to the long-term care sector by 2024-25 by supporting the training of thousands of personal support workers (PSWs) and nurses who want to advance their careers in long-term care. This investment is to support the Long-Term Care Staffing Plan which was launched last year and sets out actions that will educate, train, and help recruit tens of thousands of new LTC staff.

This funding creates two programs. **The BEGIN initiative: Bridging Educational Grant in Nursing** will provide tuition support to PSWs and registered practical nurses so they can pursue further education to become registered practical nurses and registered nurses respectively. Applicants will be expected to commit to working in the long-term care sector through a Return of Service Agreement for a period equivalent to the time they receive these funding supports for their education.

The **Nursing Program Transformation in Ontario's Colleges** will increase access to nursing programs at publicly assisted colleges through:

- Introducing hybrid online and in-person learning models in practical nursing and Bachelor of Science in Nursing programs, to provide students the flexibility to learn as per individual schedules.
- Creating an additional 500 enrolments in bridging programs for the 2022-23 academic year, that are designed to give applicants the skills and credentials they need to move to the next stage of their career. Hybrid options will also be available for bridging programs.
- Providing up to \$6,000 a year in financial support to internationally trained nurses to gain the credentials required to work in Ontario.

The Ontario government is also investing \$1.2 million through the Learning Inter-Professionally Healthcare Accelerator (LIPHA), a new program to support innovative and flexible training for current and future personal support workers (PSWs) and nurses.

The program is being made available for free to over 80,000 nurses and PSWs currently employed in Ontario's LTC homes and will provide a virtual space with simulated cases for teams and individuals in the sector to practice caring for virtual residents. The LIPHA app can be adopted by long-term care homes to enhance and accelerate their existing training and orientation processes for nurses and PSWs.

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

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October 28, 2021

### **In This Issue**

- AMO releases Conservation Authority fact sheets for municipalities.
- Municipal Cyber Security Toolkit.
- Dams and public safety survey - Due October 31.
- Changes to excess soil regulations are coming January 1, 2022.
- Free asset management on-demand webinar series.
- ROMA 2022: Request for delegation meetings.
- New date added for navigating conflict training.
- The LAS Natural Gas Procurement Program secures a hedge.
- Budgeting for a road needs study.
- Canoe fall webinars: John Deere.
- Canoe Public Procurement Summit happening November 17.
- Canoe vendor spotlight: Deccan International.
- The future looks bright with LAS Facility Lighting.
- Empower your staff to save energy!
- Careers.

### **AMO Matters**

AMO has released [five fact sheets](#) to help municipalities navigate changes to their relationship with conservation authorities as a result of the recently proclaimed subsections of the *Conservation Authorities Act*.

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 Ontario Waterpower Association (OWA) is [collecting feedback](#) from dam owners and the dam industry until October 31, 2021 to establish a baseline of information to expand and share knowledge across Ontario's dam community.

The province is hosting webinars throughout October and November on the significant [changes to excess soil regulations](#) coming into effect on January 1st, 2022. For information and to register, email [mecp.landpolicy@ontario.ca](mailto:mecp.landpolicy@ontario.ca).

### **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](#). Last webinar on "Developing Financial Strategy Using Asset Whole Lifecycle Costs" is on November 5 at 1:00 pm EST. [Click here to Register](#).

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**

Natural Gas Procurement participants will be pleased to know that we have secured a hedge for the new term at 11.7 cents/m3. Read [our commodity blog](#) to help understand how the pandemic is affecting the natural gas market

Is a road needs study part of your 2022 budget? The [Road & Sidewalk Assessment Service](#) provides high-quality, objective data to help you make smart decisions about your assets. [Contact Tanner](#) for more information or to receive a no-obligation quote.

John Deere supplies a wide range of equipment through the [Canoe Procurement Group](#) under the Agricultural Tractor, Grounds Maintenance Equipment, and Heavy Construction Equipment categories. Join us November 10 at 11 am to hear about products, alternate financing options, and seasonal asset optimization. Don't miss out - [register today](#).

Join municipalities from across the country for the first ever [Canoe Public Procurement Summit](#) on November 17, 2021 at 11 am. Hear from experts on 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 event!

The [Canoe Procurement Group](#) has over 180 vendors. Deccan Public Safety Software provides the powerful tools Fire and EMS leaders need to make the right decisions. Use the Canoe contract to save time and money while improving emergency services in your community. [Contact Tanner](#) to learn more.

The turn-key [LAS Facility Lighting Service](#) recently awarded a new supply contract to Gerrie Electric. This unique program provides choice and value for your municipal lighting projects. Give us a [call today](#) for your free budget proposal including a cost and financial return analysis.

Empower your building operators/maintenance staff in skills to identify energy saving opportunities in your buildings. Participate in an [Energy Workshop & Treasure Hunt](#) today! Contact [Christian Tham](#) to book your session for the fall - dates are still



November 4, 2021

## **Jamie McGarvey assumes Presidency of AMO**

Yesterday, AMO President Graydon Smith accepted a nomination to run in the June 2022 provincial election. This required him to resign from AMO's Board. AMO is a non-partisan organization, and the Association's By-Laws require federal or provincial candidates to step down.

Under the same By-Law, Jamie McGarvey, Mayor of Parry Sound and Past-President of AMO (2018-2020), assumed the role for the remaining nine months of this term.

Delegates will elect a new AMO President at our August 2022 AMO Conference.

AMO's Board thanks Mayor Smith for his long service on the Board, and for his effective leadership since August 2020.

AMO's By-Laws provide for a smooth and seamless transition. AMO President Jamie McGarvey is fully engaged in briefings for this afternoon's Fall Economic Statement. We will provide information and analysis about the Fall Economic Statement, later today.

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November 4, 2021

## **AMO Policy Update – Fall Economic Statement Highlights, Ontario Community Infrastructure Fund + Conservation Authorities Act Webinars and Fact Sheets**

### **Fall Economic Statement Highlights**

The Honourable Peter Bethlenfalvy, Minister of Finance, delivered the Fall Economic Statement (FES) earlier today at Queen's Park. The government is now projecting a \$21.5 billion deficit in 2021–22, an improvement from the earlier \$33.1 billion projection contained in the 2021 budget. Similarly, revenues are \$14.6 billion higher than previously forecast. Other highlights of a municipal interest include the following:

- The **Ontario Community Infrastructure Fund** will be doubled for the next five years. For 2022, this is bringing the funding envelope to \$400 million (up from \$200 million). Please see next section for greater detail.
- **Transit and transportation investments** under the “Building Ontario” theme include an additional \$474 million over five-years to address large bridge rehabilitation in southern Ontario and an additional \$345 million for municipal transit systems. Funding for transit systems is meant to address lower ridership and gas tax revenues resulting from the pandemic. The \$345 million will be split between topping up the reduced Gas Tax for Transit Fund to its 2021 envelope of almost \$380 million. The rest of the funding is being allocated to support transit systems whose COVID-19 allocations cannot support their needs to December 31, 2021. This funding will be based on actual shortfalls documented by transit systems and municipal treasurers. MTO will work with Ontario's transit associations on this funding and will continue to monitor needs in 2022.
- **Property assessment** for the 2022 and 2023 tax years will remain unchanged. The government has prioritized stability for property taxpayers and municipalities. The valuation date that was used in 2021 (January 1, 2016) will remain in effect.
- Calculations which govern federal **payments in lieu of taxes** will be further regulated to provide greater stability to those municipalities which receive them. This concerns two changes, 1) the impact of the drop in provincial education rate to regulate stable federal payments to municipalities, and 2) a

suspension of the 5% annual cap on increases paid by federal airports to municipalities until pre-pandemic passenger traffic volumes return.

- The Minister of Municipal Affairs and Housing will establish a **Housing Affordability Task Force** to provide recommendations on making housing more affordable. This builds on measures the government have already taken to accelerate development approvals, deliver cost savings, and reduce risk for builders.
- The **Brownfields Financial Tax Incentive Program** will be amended to extend provincial education tax assistance to six years for business development (previously three years), and ten years for residential development.
- **On-farm business property assessment** will be amended to increase the small-scale on-farm value-added business assessment threshold from \$50,000 to \$100,000. Other changes include extending the tax treatment of maple sap to all edible tree saps, increasing the current limit on exempting farm woodlots, and simplifying elements of the administration of the farm property class.

Other items of note include:

- The government is investing \$12.4 million over 2 years starting in 2021-22 to continue rapid access to existing and expanded **mental health and addictions supports for health and long-term care workers** across the province.
- Ontario is providing an additional \$10 million, (total investment now \$20 million over three years, beginning in 2021–22), to support the identification, investigation, protection and commemoration of **Residential School burial sites** across the province.
- The government is proposing a new temporary **Ontario Staycation Tax Credit** for 2022. The credit would provide an estimated \$270 million in support to about 1.85 million families, or \$145, on average.

AMO will continue to review legislative changes arising from the Fall Economic Statement and provide updates as necessary.

## Ontario Community Infrastructure Fund (OCIF)

The government unveiled its long-awaited redesign of the Ontario Community Infrastructure Fund (OCIF). The FES announcement meets and exceeds AMO's calls for additional funding for the OCIF, effectively providing an additional \$200 million annually over 5 years to double the OCIF envelope formula allocation. The redesigned OCIF makes several important changes beginning in 2022.

These are:

- a significant increase in the fund envelope with an additional \$1 billion over five years that effectively doubles the OCIF;

- doubles the OCIF 'floor' – the minimum amount any municipality receives under the formula allocation – to \$100,000 annually;
- institutes a \$10 million cap in funding per municipality;
- creates a 'smoothing' mechanism so that no community sees changes of more than 15% of their OCIF funding allocation year-over-year;
- changes the formula inputs for infrastructure intensity by transitioning to using replacement value based on municipal asset management plan assessments to calculate the infrastructure need;
- the Ministry of Infrastructure intends to establish performance indicators for core infrastructure systems to measure improvements from funding.

These changes will update the OCIF to provide more flexible funding to municipal governments on a formula-allocation basis. They also create a link between municipal asset management planning and infrastructure funding that will ensure municipal work to assess and monitor infrastructure needs is recognized in the OCIF. As the significant provincial Broadband investment starts to roll out, OCIF will provide important support to municipalities to make their infrastructure ready to connect their communities.

### ***Conservation Authorities Act Regulations Webinars & Fact Sheets***

Late last month, the Ministry of the Environment, Conservation and Parks released three new regulations under the *Conservation Authorities Act*. These regulations change the relationship between municipal governments and conservation authorities (CAs), particularly around the scope of the programs and services delivered. While this new regime will be phased in until December 31, 2023, it is critical that municipal Councils reach out to the CA(s) as the CA's first deadline is December 31, 2021.

AMO has released five comprehensive Fact Sheets for municipal Councils and staff to review, listed below and on [our website](#):

1. [Overview of Changes to Conservation Authorities](#)
2. [Transition Plan and Timelines](#)
3. [Mandatory Programs and Services \(Category 1\)](#)
4. [Municipal Programs and Services \(Category 2\)](#)
5. [Other Conservation Authorities Programs and Services \(Category 3\)](#)

In addition, three webinars are planned this month to answer technical questions and discuss how these regulations will be implemented. Here are [details](#) on how to register.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical





November 4, 2021

### **In This Issue**

- AMO Youth Fellowship Program applications due November 8.
- Conservation Ontario/AMO webinar on *Conservation Authorities Act* regulations.
- Updated fire management policy and guideline approved.
- Register for provincial webinars on excess soil regulations.
- Ministry webinars on new *Conservation Authorities Act* regulations.
- Free asset management on-demand webinar series.
- New date added for navigating conflict training.
- A risk management information system for municipalities.
- OHS due diligence challenges for municipalities.
- AMO and MEPCO have confidence in OMERS plan
- Petawawa's pavement priorities - A case study.
- Electric ice resurfacers gaining traction under Canoe.
- Canoe Public Procurement Summit quickly approaching.
- Canoe fall webinar: John Deere.
- Canoe fall webinar: CIMCO Refrigeration.
- ONE Investment fall 2021 webinars - Equity and Fixed Income.
- Long-term care governance and leadership training.
- Help TECHNATION protect municipalities from cyberattacks.
- Careers and RFP: York Region and Goderich.

### **AMO Matters**

Applications for the second cohort of AMO's Youth Fellowship program are due November 8th. Please view program details and application information [here](#).

Conservation Ontario and AMO will co-host a webinar on November 19 from 12 - 1 pm on Phase 1 regulations of the *Conservation Authorities Act*. [Register](#) in advance today. More information can be found [here](#).

### **Provincial Matters**

An updated [policy](#) and [guideline](#) has been approved to assist staff in developing fire management direction to guide wildland fire response and prescribed burning in provincial parks and conservation reserves.

The Province is holding webinars on November 10th and 17th on the new *Conservation Authorities Act* regulations. Register by emailing [ca.office@ontario.ca](mailto:ca.office@ontario.ca) with "CAA Regulations Webinar" as the subject line.

The province is hosting webinars on November 5th, 12th, 19th, 24th and 26th on the upcoming changes to excess soil regulations. Click on the dates to register, or email [mecp.landpolicy@ontario.ca](mailto:mecp.landpolicy@ontario.ca).

### **Eye on Events**

The webinar series on asset management introduce various tools and templates that help municipalities develop a governance structure, establish asset hierarchy, conduct data gap analysis, identify and track service levels, undertake risk assessment, and develop a financial strategy based on whole lifecycle costing. Last webinar on financial strategy is on November 5 at 1:00 p.m. EST. Webinar recordings and materials are posted here.

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.

On December 2, join AMO and our latest partner, ClearRisk, to learn more about the latest offering we have competitively procured for members: a risk management information system. With the ClearRisk platform, the data generated can help your municipality track insurance claims while improving your local risk management program. Register today.

On November 23, join AMO's Occupational Health and Safety program partner, 4S Consulting Services Inc., for a webinar on due diligence challenges for directors and officers of municipalities. Register today.

### **MEPCO**

AMO and MEPCO have confidence in OMERS plan governance and administration. Read more on mid-year results and response to calls for an independent review of the OMERS plan here.

### **LAS**

Interested in what the LAS Road and Sidewalk Assessment Service looks like in the real world? Check out this case study by program partner Streetscan featuring the Town of Petawawa. Contact Tanner to learn more about the strengths and benefits of this popular program.

Thinking of buying an electric ice resurfacer? Register now to see them in person at the Zamboni Showcase - Nov 17 (The Plex, Saugeen Shores), Nov 18 (Gerry McCrory Countryside Sports Complex, Sudbury), or Nov 14 (Healthy Planet Arena, Peterborough). Learn about batteries, maintenance, and see demonstrations from Zamboni - one of the many approved vendors under the Canoe Procurement Group.

The agenda for the Canoe Public Procurement Summit is now available! Join municipalities from across Canada to learn more about the best practices in cooperative purchasing. Event takes place November 17, 11:00 am to 2:30 pm EST.



## St. Clair Region Conservation Authority Meeting Highlights – September 23, 2021

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

**Conservation Areas:** The SCRCA's three regional campgrounds continue to operate following COVID-19 guidelines and recommendations. On June 11<sup>th</sup>, all seasonal campers were permitted to access and stay at their sites with no restrictions on length-of-stay. Transient camping is operating at 50% capacity. Seasonal camping is full at all campgrounds and there continues to be high demand for transient campsites. A number of upgrades and improvements have been completed at several Conservation Areas including the installation of speed bumps at all three campgrounds, upgraded playground mulch at Warwick Conservation Area, the expansion of the Head Street parking at Strathroy Conservation Area, berm repairs at Peers Wetland, and the continued naturalization of the recently created wetland at Bridgeview Conservation Area, in partnership with the Town of Petrolia.

**Watershed Conditions:** High intensity precipitation events over the past three months have increased precipitation totals throughout the watershed, moving the SCRCA out of a Level 1 Low Water Condition and back to Normal Conditions. Water levels in Lake Huron and Lake St. Clair continue to drop below 2020 levels but remain above the July long term average by 40 cm and 51 cm, for Lake Huron and Lake St. Clair, respectively. Water levels are forecasted to continue dropping in the coming months. The current flood threat is low, owing to lower water levels on the Great Lakes and high absorption capacity in the soil.

**2021 Conservation Scholarships:** In July, the recipients of the 2021 Conservation Scholarships were presented with their awards. The scholarship program supports high school students who are pursuing post-secondary studies in an environmental field. In recognition of the SCRCA's 60<sup>th</sup> Anniversary, the St. Clair Region Conservation Foundation generously approved an additional \$2,000 in scholarship funding that was distributed between all ten applicants to the 2021 program as a one-time "60<sup>th</sup> Anniversary Bursary". The recipients of the four main Conservation Scholarships were:

A.W. Campbell Memorial Scholarship (2 x \$1,000):

Zachary Zavitz – Strathroy District Collegiate Institute, Strathroy

Nicole Guthrie – Northern Collegiate Institute and Vocational School, Sarnia

Tony Stranak Conservation Scholarship (\$500):

Johanna Xiu DeKoning – Holy Cross Catholic Secondary School, Strathroy

Mary Jo Arnold Conservation Scholarship (\$500):

Lucie Slakmon – Northern Collegiate Institute and Vocational School, Sarnia

**Healthy Watersheds and Healthy Lake Huron Programs:** Staff have been busy over the summer months working with watershed landowners who are interested in implementing stewardship projects on their properties (e.g., tree planting, wetlands, cover crops, etc.). A soil health and water quality focused newsletter was circulated to over 1,500 landowners in the region. SCRCA staff continue to partner with other Conservation Authorities, provincial ministries, and community groups on the Healthy Lake Huron campaign. Recent activities include the planting of dune grasses and removal of invasive Phragmites in the Municipality of Lambton Shores and the development of soil erosion potential maps throughout the Lake Huron Basin.

**St. Clair River Area of Concern:** On June 14, 2021, the Areas of Concern (AOC) Annex leads for the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health supported the “not impaired” designation recommendation by the Canadian Remedial Action Plan Implementation Committee for the Fish Tumours or Other Deformities beneficial use impairment. This marks another milestone for the St. Clair River AOC towards delisting.

**Highland Glen:** The Highland Glen Conservation Area is a 10.5 hectare (26 acre) property located on the Lake Huron shoreline. The property is primarily wooded land but contains an access roadway, parking lot, pavilion, and boat ramp with seawall and groyne protection. In 2020, the boat ramp was closed due to safety concerns and a consultant (AECOM) was hired to assess local damage and provide recommendations on repair options and associated costs. The consultants report provided a number of short and long-term options with preliminary costs estimate for each. The SCRCA Board of Directors moved to form a Highland Glen Boat Ramp Committee that will work with staff to review the proposed repair options, funding models and develop recommendations for the full Board review and consideration.

**Draft 2022 Budget:** Staff presented the draft budget for SCRCA operations in 2022 including updated Conservation Area fees and the draft 2022 General Levy Assessment for each member municipality. A special meeting will be scheduled to discuss the 2022 SCRCA draft budget in more detail.

**Disaster Mitigation and Adaptation Fund (DMAF):** SCRCA staff continue to work with the City of Sarnia and St. Clair Township to secure funds for shoreline protection work along the Lake Huron and St. Clair River shorelines. Staff are preparing an application for the second intake of DMAF funding to support projects that will protect critical municipal infrastructure (e.g. roads, schools, parks), prevent further shoreline erosion and loss of land, improve aquatic habitats, and improve public access to the waterfront.

For more information, contact:  
 Girish Sankar, Acting General Manager  
 519-245-3710 ext. 247  
[gsankar@scrca.on.ca](mailto:gsankar@scrca.on.ca)



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Good afternoon Janet,

Today, as part of the *Ontario Economic Outlook and Fiscal Review: Build Ontario* the government announced the continued postponement of the province-wide assessment update.

This means that property taxes for the 2022 and 2023 taxation years will continue to be based on the January 1, 2016 valuation date. Property assessments will remain the same as they were for the 2021 tax year, unless there have been changes to the property.

This announcement does not change the work we do to maintain the assessment roll, including the addition of new assessment. We understand the importance of revenue generated from ongoing construction and renovation projects, and we will continue to capture the value of these changes throughout the year.

We will also continue our work to provide you with market analysis and insights to support you in managing your assessment base and planning for the future.

In addition to the postponement, other relevant highlights from today's *Fall Economic Statement* include:

- Temporary suspension of the five per cent cap on the payments in lieu of property tax (PILT) to municipalities until passenger volumes return to pre-pandemic levels for each airport.
- Simplifying the legislative requirements with respect to the assessment of pipeline properties, including the designation of pipelines by owners.
- Several farm property-related measures: Changes to small-scale on-farm business subclass, extending the farm property tax treatment that currently applies to the processing of maple sap to include all edible tree saps and increasing the current limit on the property tax exemption for farm woodlots from 20 to a proposed 30 acres.
- Streamlining and simplifying application processes for the Farm Property Class Tax Rate Program.
- Our work to develop an annual performance report beginning in 2022, which will contain many elements from our Service Level Agreement and is one of the ways we will demonstrate accountability and transparency in our work.

Over the coming weeks we will be meeting with our municipal partners to talk about how we will continue to work in partnership with you to support efforts to modernize the sector, and ensure we are in the best possible position to deliver the next assessment update.

We thank you for your partnership and we are here to continue to support you. If you have any questions or concerns, please feel free to reach out to your local account manager.

Sincerely,

Nicole

Nicole McNeill  
President and Chief Administrative Officer

Municipal Property Assessment Corporation (MPAC)



80 Commerce Valley Drive E, Suite 1  
 Markham, ON L3T 0B2  
 Phone: 905-739-9739 • Fax: 905-739-9740  
 Web: cupe.on.ca E-mail: info@cupe.on.ca

Dear Municipality of Brooke-Alvinston Council:

On behalf of CUPE Ontario's nearly 125,000 active members of the Ontario Municipal Employees Retirement System (OMERS), I am writing today to express our serious concerns with OMERS' investment performance.

In 2020, OMERS posted a net loss 2.7%, representing three billion dollars in losses. This was during a year that comparable defined benefit pension plans and funds in Canada posted substantial investment gains. CUPE Ontario investigated further and tracked investment returns at OMERS for ten years. We found that OMERS has underperformed relative to other large pension plans and funds, as well as relative to its own benchmarks. We also found that OMERS no longer shares this critical information in their annual reporting, making it difficult for plan members to hold their investment managers accountable.

Attached you will find a report detailing OMERS investment underperformance. Also attached, you will find the analysis of a third-party actuary (PBI Actuarial consultants) who confirmed that our reasoning and conclusions were sound.

CUPE Ontario believes plan members and employers have the right to know why OMERS' investments have, over a ten-year period, underperformed other large defined benefit pension plans and funds. If OMERS had performed in line with the average large Canadian public pension plan, it would have a substantial, multi-billion-dollar surplus, versus the deficit it currently faces.

Considering the significant impact such underperformance could have on plan members and on all sponsors who hold the liabilities of the plan, **we are calling on OMERS to cooperate fully with an independent and transparent third-party review of its investment performance** transparent and accountable to plan members, sponsors like CUPE Ontario, other unions, and employers like the Municipality of Brooke-Alvinston.

We are hoping that the Municipality of Brooke-Alvinston Council will join our call for an independent expert review of OMERS. **We are asking you, and other municipal councils across the province, to debate the following motion or to pass a similar motion calling for a third-party expert review of OMERS.** The terms of such a review would need to be agreed upon by sponsors and they could explore whether reasonable costs could be funded from the plan.

We simply cannot afford another decade of investment returns so far below other pension plans and funds. We know that ensuring strong investment returns is a goal shared by employers like the Municipality of Brooke-Alvinston and by unions like CUPE.

CUPE Ontario staff person Liam Bedard is available to answer any questions you may have. He can be reached at [lbedard@cupe.on.ca](mailto:lbedard@cupe.on.ca).

All materials are available in French at [cupe.on.ca/francaisomers](http://cupe.on.ca/francaisomers).

It's time for all of us to work together to #FixOMERS.

Thank you,



Fred Hahn  
President of CUPE Ontario

### **Proposed Motion – Independent Review of OMERS' Investment Performance**

1. The Municipality of Brooke-Alvinston Council is calling for an immediate, comprehensive and independent third-party expert review of OMERS' investment performance and practices over the past ten years, conducted by the OMERS Pension Plan's sponsors and stakeholders.
2. Such a review would, at a minimum:
  - a. Compare OMERS plan-level, and asset class-level performance to other comparable defined benefit pension plans and funds, OMERS internal benchmarks, and market-based benchmarks.
  - b. Examine OMERS decision-making processes around the timing of various investment decisions.
  - c. Assess the risk management policies and protocols that were in place and determine if they were followed and/or if they were sufficient to protect the plan from undue risk.
  - d. Assess whether the disclosures provided to the OMERS Administrative and Sponsorship Boards were sufficient evidence to allow the Boards to respond appropriately and in a timely manner.
  - e. Examine executive compensation, investment fees and investment costs at OMERS in comparison to other major defined benefit pension plans and funds.
  - f. Examine other relevant issues identified by the third-party expert review.
  - g. Make recommendations for changes at OMERS to ensure stronger returns moving forward.
  - h. Issue their final report and recommendations in a timely manner.
  - i. Publicly release its full report and recommendations to ensure that it is available to OMERS sponsors, stakeholders, and plan members.
3. The Municipality of Brooke-Alvinston Council further calls on the OMERS Administrative Corporation to:
  - a. Provide all requested data, documentation and information required of the review panel to fulfill its mandate.
  - b. Establish a step-by-step plan, with OMERS sponsors and stakeholders, to implement any recommendations set out in the review report.





**THE CORPORATION OF THE CITY OF SARNIA  
City Clerk's Department**

255 Christina Street N. PO Box 3018  
Sarnia ON Canada N7T 7N2  
519-332-0330 (phone) 519-332-3995 (fax)  
519-332-2664 (TTY)  
[www.sarnia.ca](http://www.sarnia.ca) [clerks@sarnia.ca](mailto:clerks@sarnia.ca)

September 17, 2021

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier,

**RE: Renovictions**

At its meeting held on September 13, 2021, Sarnia City Council adopted the following resolution with respect to "Renovictions":

***That Sarnia City Council request that the Government of Ontario take additional and meaningful steps to address the ever increasing problem of "Renovictions" in The Province of Ontario. Citizens and communities are hurt by these unscrupulous practices which can and does directly impact the affordable housing crisis, as well as inflict damage (both financially and mentally) particularly on our most vulnerable citizens; and***

***That this correspondence also be sent to other Municipalities in Ontario for their consideration and possible endorsement.***

Your consideration of this matter is respectfully requested.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Amy Burkhart".

Amy Burkhart  
City Clerk

Cc: The Honourable Doug Downey, Attorney General  
Bob Bailey, MPP  
All Ontario Municipalities



TOWNSHIP OF ENNISKILLEN  
 4465 Rokeby Line  
 Petrolia, Ontario  
 N0N 1R0  
 Phone (519) 882-2490  
 Fax (519) 882-3335

Duncan McTavish  
 Administrator-Clerk/Treasurer  
 Mike Cumming  
 Road Superintendent

October 5 2021

Minister of Health  
 Patti Hajdu  
 House of Commons  
 Ottawa ON K1A 0A6

Re: Cannabis Act

Dear Minister:

At the regular meeting of the Council of the Township of Enniskillen of October 4 2021 the following resolution was endorsed:

As the Council of the Corporation of the Township of Enniskillen through a resolution January, 2021 had enacted an Interim Control Bylaw to undertake a review of land use policies related to Cannabis Production & Processing Facilities.

The Township of Enniskillen is considered rural with several settlement areas and is primarily zoned Agricultural and has endured the placement of a cannabis facility in our township since the inception of the *Cannabis Act* with little or no compliance, enforcement or oversight from Health Canada. Furthermore, dealing with the enforcement of nuisances such as odour, lights and noise and having only one recourse which is an appeal to the *Normal Farm Practices Protection Board*. This process is costly, lengthy and, in the meantime, causes negative impacts on neighbouring homeowners and unsatisfactory living conditions with the end results costing ALL of the ratepayers of this municipality.

**And Whereas** correspondence from Health Canada has stated that licenses have regulatory requirements for producers and Health Canada has a range of enforcement tools at its disposal to verify compliance including regular inspections of license holders. This has been proven ineffective in our municipality with both *medicinal and recreational licensed cannabis*. Health Canada also encouraged to immediately contact our local law enforcement should we suspect illegal activity in our community. Enniskillen, as well as municipalities all across Ontario have incurred extraordinary expenses due to this "encouragement" as the only alternative.

**And Whereas** with the establishment of cannabis growing operations, and lights, odours and noise are not being properly regulated, and being left up to municipalities to shoulder these concerns, and Health Canada controls the regulations for cannabis growing operations.

**THEREFORE, BE IT RESOLVED** the Council of the Township of Enniskillen enacts the following:

- *that Health Canada research more fully when AND before an applicant is issued a license for either medicinal or recreational cannabis*
- *AND notification and/or communication be given to the appropriate municipality*
- *AND that regular inspections of these facilities should be MANDATORY to verify compliance by license holders*
- *AND upon complaints received by Health Canada online reporting should trigger an unannounced inspection.*
- *AND a comprehensive study of the Cannabis Act be undertaken as many Ontario municipalities have encountered problems.*

AND That copies of this resolution be forwarded to **ALL** Ontario municipalities, and the following:

Federal Minister of Health –  
 Provincial Minister of Health – Hon. Christine Elliott  
 Minister of Municipal Affairs & Housing – Hon. Steve Clark  
 Sarnia-Lambton-Kent MP – Marilyn Gladu  
 Sarnia-Lambton-Kent MPP – Bob Bailey  
 London West MPP - Peter Fragiskatos

Yours truly,

  
 Duncan McTavish  
 Clerk



TOWNSHIP OF ENNISKILLEN  
4465 Rokeby Line  
Petrolia, Ontario  
N0N 1R0  
Phone (519) 882-2490  
Fax (519) 882-3335

Duncan McTavish  
Administrator-Clerk/Treasurer  
Mike Cumming  
Road Superintendent

October 5 2021

Hon Lisa Thompson  
Minister of Agriculture, Food & Rural Affairs  
1 Stone Road West  
Guelph ON  
N1G 4YZ

Dear Minister,

Re: Cannabis Resolution-Township of Enniskillen

At the regular meeting of the Council of the Township of Enniskillen of October 4 2021 the following resolution was endorsed:

As the Council of the Corporation of the Township of Enniskillen through a resolution January, 2021 had enacted an Interim Control Bylaw to undertake a review of land use policies related to Cannabis Production & Processing Facilities.

**And Whereas** the Township of Enniskillen is considered rural with several settlement areas and is primarily zoned Agricultural and has endured the placement of a cannabis facility in our township since the inception of the *Cannabis Act* with little or no compliance, enforcement or oversight from Health Canada. Furthermore, dealing with the enforcement of nuisances such as odour, lights and noise on the shoulders of the ratepayers of this municipality, with the only recourse being an appeal to the *Normal Farm Practices Protection Board or LPAT*. These processes are both costly and lengthy and, in the meantime, causes negative impacts on neighbouring homeowners and unsatisfactory living conditions.

**And Whereas** Ministry of Agriculture, Food and Rural Affairs stated Dec 20, 2019 "The ministry recognize the broader concerns raised about the potential for nuisance impacts with the expansion of federally licensed and registered cannabis operations in the province. We also recognize the need for research to inform control measures and effective planning." We are still waiting for this research.

**And Whereas** the Minister also recommended townships have "tools under the Planning Act and Municipal Act to set siting requirements providing the Provincial Policy Statement 2014 is followed." The "tools" as such consist of Official Plans and Zoning Bylaws. Many municipalities have tried to use these tools effectively only to be slammed with appeals to LPAT and NFFPP at huge expense. Many of the surrounding municipalities have allowed cannabis facilities to be situated only in Industrial/Commercial Zones. For those allowing these facilities in Agriculturally zoned, there are required setbacks. However, our experience has shown the setbacks to be too small and of little assistance to neighbours as far as nuisance complaints.

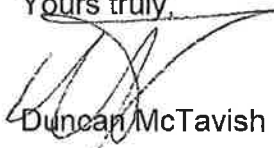
**And Whereas** the Minister of Agriculture, Food and Rural Affairs has stated cannabis is an agricultural product with little regard to the PPS. Provincial Policy Statement must be read in its entirety and make reference to *Part IV: Vision for Ontario's Land Use Planning System* – "The Province's natural heritage resources, water resources, including the Great Lakes, agricultural resources, mineral resources, and cultural heritage and archaeological resources provide important environmental, economic, and social benefits., The wise use and management of these resources over the long term is

a key provincial interest. The province must ensure that its resources are managed in a sustainable way to conserve biodiversity, protect essential ecological processes and public health and safety, provide for **the production of food, fur and fiber**, minimize environmental and social impacts, provide for recreational opportunities (e.g. fishing, hunting and hiking) and meet its long-term needs." This statement explicitly identifies **food, fur and fiber** and this reference sets the playing field for Agricultural Resources. Cannabis is neither food, fur nor fiber.

**Now therefore, the Council of the Township of Enniskillen enacts the following:**

- That Minister of Agriculture and Rural Affairs re-evaluate their position that cannabis is **not** an agricultural product such as food, fur and fiber but is in-fact Industrial/Commercial in nature;
- That Minister of Agriculture and Rural Affairs support all Ontario municipalities to be able to determine appropriate setbacks in Zoning Bylaws as appropriate for their municipality for the placement of cannabis facilities within their Official Plan knowing full well that one size does not fit all;
- That copies of this resolution be forwarded to **ALL** Ontario municipalities, and the following:  
 Federal Minister of Agriculture & Rural Affairs – Hon. Marie-Claude Bibeau  
 Provincial Minister of Agriculture & Rural Affairs – Hon. Lisa Thompson  
 Minister of Municipal Affairs & Housing – Hon. Steve Clark  
 Sarnia-Lambton-Kent MP – Marilyn Gladu  
 Sarnia-Lambton-Kent MPP – Bob Bailey  
 London West MPP - Peter Fragiskatos

Yours truly,

  
 Duncan McTavish  
 Clerk



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Revision(s) to the Procedural By-law  
**Meeting:** Council - 10 Nov 2021  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the draft Procedural By-law presented be approved and authorized under the appropriate By-law.**

### Background:

The Municipal Act was amended in early 2020 to permit electronic meetings of Council and Committees during declared emergencies only if Council allowed electronic meetings in its procedural By-law. Council subsequently amended the Procedural By-law. Through Bill 197 the Act was amended further to allow electronic meetings at any time and not only during declared emergencies.

As it stands, Council's Procedural By-law currently allows for meetings to be hosted electronically for all of Council. It does not speak to individual members of Council being able to attend electronically (through Zoom) once in person meetings resume.

At the October 28, 2021 regular session of Council, Councilor Douglas made a Notice of Motion:

*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.*

### Comments:

As directed, the draft procedural by-law with amendments to allow a hybrid type of meeting is attached. Minor housekeeping amendments were additionally incorporated during this revision.

Additional amendments include:

Section 3.2 -change wording from immediately following to preceeding  
 Addition of 7.7 and 7.8 - electronic meetings in and out of emergencies  
 Removal of 32.1 -32.7

During the discussion, the following direction was provided to staff:

- i) A Council member not miss more than 3 consecutive in person meetings if outside of an emergency declaration
- ii) that the Revisions / entire by-law be revisited at the next regular session of Council

**Financial Considerations:**

None associated with this report.

**ATTACHMENTS:**

[By-law xxof 2021 Procedural By-law](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
BY-LAW NUMBER xx of 2021

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A BY-LAW TO ESTABLISH RULES OF ORDER AND PROCEDURES  
TO GOVERN THE PROCEEDINGS OF THE  
MUNICIPAL COUNCIL AND COMMITTEE MEETINGS OF  
THE MUNICIPALITY OF BROOKE-ALVINSTON

WHEREAS pursuant to Section 238(2) of the Municipal Act, S.O. 2001, c. 25, provides that every Municipality shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS The Council shall also follow the regulations as set out within the Municipal Conflict of Interest Act;

AND WHEREAS on May 30", 2017 Bill 68, Modernizing Ontario's Municipal Legislation Act received Royal Assent, which includes a number of amendments to the Municipal Act, 2007 and its regulations;

AND WHEREAS the Brooke-Alvinston Municipal Council deems it desirable that there be rules governing the order and procedures of the Council;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Corporation of Brooke-Alvinston hereby enacts as follows:

1.0. DEFINITIONS

"Abstain" shall mean a member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter. When a member abstains from a vote without declaring a pecuniary interest they will be counted as opposed to the motion.

"Ad Hoc Committee" shall mean a committee established by Council for the purpose of dealing with a special project with a clear mandate, including a start and finish date.

"Agenda" shall mean the order of proceedings for a meeting setting out the business to be considered at the meeting authorized to preside in their absence.

"Chief Administrative Officer" shall mean the Council appointed Chief Administrative Officer for the Municipality of Brooke-Alvinston who shall be responsible for exercising general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality.

"Clerk" shall mean the Municipal Clerk of the Municipality of Brooke-Alvinston or designate appointed by Council who shall have all the powers and duties of the Clerk under the Municipal Act 2001, Municipal Elections Act 1996 and every other Act and to record and maintain Council resolutions, decisions, minutes, by-laws and proceedings of the Council.

"Committee" shall mean a committee of Council, ad hoc or a committee established by Council from time to time.

"Committee Chair" shall mean a Presiding Officer of a Committee, advisory or special committee of Council and shall have the same powers during a committee meeting as the Head of Council during Council meetings.



“Conflict of Interest” shall mean a pecuniary interest as defined in the Municipal Conflict of Interest Act.

“Council” shall mean the elected and sworn in Members of the Municipal Council of the Corporation of the Municipality of Brooke-Alvinston.

“Councillor” shall mean an elected and sworn in Member of the Council for the Municipality of Brooke-Alvinston.

“Delegation” shall mean a ten (10) minute address to Council or a Committee at the written request on of a person or persons wishing to speak who are not Members of Council or Municipal employees.

“Deputy Mayor” shall mean the Member of Council elected after a regular election with the highest number of votes to act from time to time in the place and stead of the Mayor when the Mayor is absent or refuses to act or when the Office of Mayor is vacant.

“Head of Council” shall mean the Mayor who shall preside at all meetings of the Council (unless absent or refuses to act); and the Head of Council is also the Chief Executive Officer of the Municipality.

“In Camera” (Closed Session) means that part of a meeting closed to the public, other than those persons specifically invited by Council or Committee to remain pursuant to the provisions of Section 239 of the Municipal Act 2001 regulating Closed Session meetings.

“Meeting” shall mean any regular, special, committee or other meeting of Council of the Municipality of Brooke-Alvinston, or advisory committee

“Member” shall mean a member of Council and/or an appointed or elected member of a municipal Committee or Local Board.

“Motion” shall mean a proposal for a specific action moved by a Member in Council or Committee and marks the beginning of consideration of a subject to deal with a matter before Council or a Committee.

“Presentation” shall mean a ceremonial presentation to or from the Municipality of Brooke-Alvinston, or an address or presentation to Council or a Committee at the request of Council, Committee or municipal employees.

“Presiding Officer” shall mean the Mayor or Acting Head of Council, or Chair of a Meeting.

“Quorum” shall mean the minimum number of voting members required to be present to legally conduct business in the name of the Council or Committee. In the Municipality of Brooke-Alvinston, quorum shall mean a majority (more than half) of whole number of members of Council (5) if all in attendance; or a Committee except where a Member has, or Members have declared a pecuniary (financial) interest pursuant to the Municipal Conflict of Interest Act.

“Recorded Vote” shall mean the recording by the Clerk of the name and the vote of each Member present at a meeting on a motion during a meeting when requested by a Council Member.

“Resolution” shall mean the decision of Council on any motion.

“Secretary” shall mean the recording secretary for a Council, or other Committee meeting being the Municipal Clerk or designated Committee Secretary responsible for preparing Agendas and taking Minutes of the proceedings of Council or a Committee.

### INAUGURAL MEETING

- 2.1 The Inaugural Meeting of Council shall be held after the regular Municipal Election pursuant to the Municipal Act 2001 and shall be held in accordance with this Procedural By-law and not held later than 31 days after the term commences. The date shall be at the discretion of the Mayor elect.
- 2.2 At the Inaugural Meeting, the Elected Members shall organize as a Council, and the first order of business shall be the Declarations of Office, Oaths and appointment of the Deputy Mayor in accordance with the Municipal Act, 2001.
- 2.3 The new Council of the Municipality of Brooke-Alvinston shall be deemed to be organized after a regular municipal election when the oaths of office have been taken and signed pursuant to Section 232 (1) of the Municipal Act 2001.

### CONVENING OF COUNCIL AND COMMITTEE MEETINGS:

- 3.1 All Meetings of Council and Committees shall be convened in the Council Chambers, unless the notice of meeting stipulates the Meeting shall be held at another location, or unless otherwise decided by resolution of Council or required due to an emergency event.
- 3.2 When the day for a regular meeting of Council falls on a public or statutory holiday, Council shall direct the regular meeting to be held on the business day ~~immediately following~~ preceding the originally scheduled date for that meeting.
- 3.3 A Motion passed by a majority of the Members present is required to continue a meeting of Council or of a Committee that extends past 3 hours.
- 3.4 All Council and Committee meetings and agendas will be published and communicated in accordance with the Municipality of Brooke-Alvinston Notice Policy.
- 3.5 In general, Regular Meetings will be held in the Council Chambers at 4:00 p.m. ~~and 7:00 p.m.~~ on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month ~~respectively~~ (excluding the 4<sup>th</sup> Thursday in August and the 4<sup>th</sup> Thursday in December) and will be communicated in accordance with the Municipality of Brooke-Alvinston Notice Policy.
- 3.6 Committee and Board meetings will be held on an as need basis.
- 3.7 The annual Regular Council meeting schedules will be updated by the Municipal Clerk and will be posted on the Municipal Website and circulated by the Municipal Clerk annually.
- 3.8 The Head of Council or designate may, at any time, summon a Special meeting of Council; and upon receipt of a petition of the majority of the members of

Council, the Municipal Clerk shall call a special meeting for the purpose and at the time mentioned in accordance with the Municipality of Brooke-Alvinston Notice Policy.

- 3.9 The Municipal Clerk shall attempt to give notice in writing, by electronic mail, of the time, place and purpose of every Special meeting to all Members not less than forty—eight(48) hours prior to the time set for the Meeting in accordance with the Municipality of Brooke-Alvinston Notice Policy.
- 3.10 The notice calling for a Special meeting of Council shall state only the business to be considered at the Special meeting and no other matters, business, or financial decisions shall be made to be included or added other than that those stated in the notice or agenda shall be considered at such Meeting, except with consent of a majority of the members present
- 3.11 The Head of Council may summon an Emergency meeting of the Council to deal with matters deemed to be of an urgent/emergency nature, that impact the health, safety, well-being of the community or that need to be addressed due to extraordinary circumstances.
- 3.12 All meetings of the Council and its Committees shall be open to the public except as provided for pursuant to Section 239 (2) of the Municipal Act 2001 regarding a meeting or part of a meeting that may be closed to the public if the subject matter being considered falls under a section as outlined within Section 239 (2) of the Municipal Act, 2001.
- 3.13 Pursuant to Section 238 (1) of the Municipal Act, 2001 a Meeting shall be defined as any regular, special, or other meeting of a Council, of a local board or of a committee of either of them, where:
  - (a) a quorum is present, and
  - (b) members discuss or deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

#### NOTICE OF MEETINGS

- 4.1 The Municipal Clerk shall provide notice to the public respecting matters coming before Council for decision in the manner required by the Municipality of Brooke-Alvinston's Notice Policy or as required by statute.
- 4.2 The Municipal Clerk shall send notice of each Regular Council, Emergency and Special Meeting of Council accompanied by the Agenda to every Council Member by electronic mail and will ensure the meetings are posted on to the Municipal website for public information.
- 4.3 Written notice of all Special Meetings of Council, detailing the matters to be considered at the meeting, shall be delivered by electronic mail not less than forty-eight (48) hours before the time set for the meeting. The Municipal Clerk shall provide notice to the public through the following methods:
  - a) Publishing the annual schedule of meetings by posting it on the Municipal web site and by distributing copies upon request;

- b) Updating the annual schedule of meetings posted on the Municipal website within forty-eight (48) hours of any changes made to the schedule;
  - c) Posting a copy of meeting notices and Agenda on the Municipal notice boards and on the Municipality of Brooke-Alvinston's Municipal website not less than forty-eight (48) hours in advance if possible.
- 4.4 Every Notice of a meeting of Council or Committee shall indicate the day, month, year, place and time of commencement of the meeting and the contact information of the Municipal Clerk or designated Secretary's Office.
  - 4.5 The Notice of meeting requirements set out in this by-law shall be subject to any specific requirements for the publishing of notice as prescribed by legislation such as the Planning Act, Statutory of Powers and Procedures Act, Municipal Act 2001, the Municipality of Brooke-Alvinston 'Procedural By-law' and 'Notice Policy', or as directed by Council.
  - 4.6 Any meeting may be cancelled or rescheduled to a day, time and place set out in a written notice from the Municipal Clerk, sent to each Member by electronic mail or a method acceptable to the Member at least forty-eight (48) hours before the scheduled date of the meeting if possible. '

#### GENERAL RULES IN CONDUCTING THE BUSINESS OF COUNCIL

- 5.1 The rules and regulations set out herein shall be observed in all proceedings of Council and, with necessary modifications, the Committees of Council, and shall be the rules and regulations for the order and dispatch of business.
  - 5.2 In any case for which provision is not made herein, the procedure to be followed for the proceedings of the Council or Committee meeting shall be as aligned as possible, to "Roberts' Rules of Order" as the rule for guidance on a specific parliamentary procedure.
  - 5.3 The rules of proceedings shall be observed in Regular Council and Committee meetings.
  - 5.4 Every Regular Council meeting shall be chaired by:
    - a) The Mayor, if present.
    - b) The Deputy Mayor, if the Mayor is absent.
    - c) if both are absent, Council shall select an Acting Chair to serve as Head of Council.
- Every Advisory Committee meeting shall be chaired by:
- a) The Chair, if present.
  - b) The Vice Chair, if the Chair is absent.
  - c) If both are absent, Committee shall select an Acting Chair to serve as Chair.
- 5.5 If, at any time, the attendance of a Member of the Brooke-Alvinston Municipal Council is required to perform any corporate responsibility or duty and the Mayor/Head of Council is not available to perform the responsibility, other Members of Council shall be contacted in the following order: Deputy Mayor and the Councillors in accordance with their standing at the last municipal election, in order to arrange for a Member of Council to perform the responsibility or duty.

## MUNICIPAL CLERK'S ATTENDANCE AT MEETINGS

- 5.6 The Municipal Clerk who is appointed by the Municipality shall be present at all meetings; however, the Municipal Clerk may delegate a municipal employee to act in their stead at the meetings of Council or Committees.

## RECORD OF MEETINGS:

- 5.7 Pursuant to Section 228 (1) (a)-of the Municipal Act 2001 2001, as amended, the Municipal Clerk shall provide a written record of meetings, without note or comment, including all resolutions, decisions and other proceedings of the Council or Committees.

## UPPER-TIER MUNICIPAL REPRESENTATION

- 5.8 The Mayor shall be the member appointed to the Upper-Tier Council on behalf of the Municipality of Brooke-Alvinston.
- 5.9 In the absence of the Mayor, the Deputy Mayor shall act as the alternate member to represent the Municipality of Brooke-Alvinston on Upper Tier Council.

## USE OF AUDIO VISUAL TECHNOLOGY:

- 5.10 At meetings of Council the use of cameras, electric lighting equipment, flashbulbs, recording equipment, television cameras or any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by members of the public may be permitted, subject to the approval and/or direction of the Chair unless decided by Council.

## REGULAR MEETINGS OF COUNCIL

- 6.1 Regular Meetings of Council shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 4:00 p.m. and 7:00 p.m. respectively in the Council Chambers, in accordance with the annual Regular Council meeting schedule prepared and published annually, except:
- a) when otherwise directed by resolution of Council; or
  - b) when the Clerk advises otherwise upon a minimum of forty-eight (48) hours notice; or
  - c) when special meetings are called by the Head of Council with forty-eight (48) hours notice; or
  - d) when emergency meetings are called by the Head of Council and no notice is required.
- 6.2 When the day for a Regular meeting of Council is a public or civic holiday, Council shall meet at the same hour on the next following day which is not a public or civic holiday unless otherwise directed by resolution of Council.
- 6.3 One Regular Council meeting will be held during each month of August and December. Additional Council meetings may be held during this time period at the call of the Head of Council.

## CALLING OF THE MEETING TO ORDER AND QUORUM

- 7.1 The Mayor or Presiding Officer shall take the Chair and call the order meeting to as soon after the hour fixed for the holding of the meeting of the Council and once a quorum is present. If there is not a quorum present fifteen (15) minutes after the time appointed for the meeting, the Council or Committee shall stand adjourned until the next regular day of meeting unless a Special Meeting is called earlier.
- 7.2 A majority of the whole number of Members of Council is necessary to form a quorum. A quorum of this Council shall be a majority of the five Members, which is three (3) Members, unless a two—thirds majority vote shall be required by statute or law.
- 7.3 A quorum of any of the Committees appointed by the Council shall be a majority of its Members.
- 7.4 If during the course of a Council or Committee meeting a quorum is lost, then the meeting shall stand adjourned, to reconvene when quorum is regained. If a quorum is not present within fifteen (15) minutes, the Clerk or designate will record the names of the members present and the meeting shall be adjourned and the remaining business on the Agenda for that meeting shall be placed on the Agenda for the next scheduled meeting of the Council or Committee.
- 7.5 Where the Mayor does not attend within fifteen (15) minutes after the time appointed for the meeting, the Deputy Mayor shall call the members to order and, if a quorum is present, preside during the meeting until the arrival of the Mayor at that meeting.
- 7.6 If a meeting of Council or Committee cannot be convened or does not continue because of a lack of quorum, the remaining business on the Agenda for that meeting shall be placed on the Agenda for the next scheduled meeting of Regular Council.
- 7.7 ELECTRONIC PARTICIPATION AT MEETINGS (In the Event of a Declared Emergency) Notwithstanding any other Part hereof, at the call of the Mayor a regular or special meeting of Council (including, for greater certainty, any Committee meeting) may be conducted by Electronic Means during an Emergency, in accordance with this Part and any other protocol and/or policy as may be approved by Council from time to time.
  - a) A Member attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the Meeting and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the Meeting in person.
  - b) An Electronic Meeting may include a Closed Meeting, which shall be conducted with members of the public excluded therefrom and in accordance with this Part

- c) A public notice of an Electronic Meeting shall include sufficient information as to provide the public with the ability to reasonably access and/or otherwise, by such means identified in the notice, the open session of the Electronic Meeting.
- d) Despite any Part hereof any person desiring to present verbally to, or make a request of, or present correspondence to, Council at and/or during an Electronic Meeting, shall first give the requisite notice thereof to the Clerk and meet all other requirements of these Rules of Procedure, and provided such requirements have been met, shall only be permitted to make such presentation, request or present such correspondence in writing, provided further that such written presentation, request and/or correspondence is received by the Clerk no later than Friday immediately preceding the Electronic Meeting.
- e) A hybrid style meeting whereby in-person and electronic participation can be combined with Members of Council, staff and/or the public, and can be altered at the discretion of the Mayor, in order to adapt quickly to changes, restrictions, health guidelines or other safety measures imposed by the Provincial Government, relating to emergency-type situations and may include other concerns for the well-being of the public, staff or council members that may be in attendance
- f) The Rules of Procedure shall continue to apply to an Electronic Meeting held pursuant to this Part 20.1. In the event of any inconsistency and/or conflict between this Part 20.1 and any other Part of these Rules of Procedure, this Part 20.1 shall prevail to the extent of the inconsistency and/or conflict.

7.8 Electronic Participation (outside of a Declared Emergency): Notwithstanding a Declared Emergency, Section 7.7 shall apply in its entirety for Electronic Meeting Participation in addition to the following:

- a) Although members are generally expected to attend Council Meetings in person it is understood that, for various reasons, a Member(s) may not be capable of so attending. Member(s) may participate in any meeting (up to 3 consecutive) by Electronic Means for the following reasons: distance is a factor, emergency, work -related, vacation, conference, experiencing symptoms of a contagious infection/illness, or when they can otherwise not travel to the location of the meeting.
- b) A Member(s), staff or the public may only participate in a Meeting via electronic application where the Meeting Place is equipped to facilitate such action
- c) The onus lies with the Members participating electronically, who shall notify the Clerk by no later than noon on the day of the meeting and by accessing the meeting through the electronic access particulars, such as conference call number and/ or online link provided by the Clerk to Council Members for such purposes. Members shall provide a reason to be recorded in the minutes. Exceptions will be made for emergencies where possible, provided the Member has contacted the Clerk.
- d) Deputations, planning applicants, staff participation and the public (including media) will be permitted to attend meetings electronically by notifying the Clerk no later than Friday at noon, the week before the meeting to access particulars, such as conference call number and/or online link, provided by the Clerk.

- e) A public notice shall include sufficient information as to provide the public with the ability to reasonably access and/or otherwise observe, the open session of the Electronic Meeting.
- f) Any Member participating remotely in an Electronic Meeting whose vote cannot be audible heard, or visually seen due to service interruption or other, will not be considered a negative vote; it will simply not count for or against.
- g) During an Electronic Meeting, regardless of physical attendance or electronic participation, each Member attending counts towards quorum; there is no minimum or maximum requirement for physical attendance, nor electronic participation.
- h) In the event that the Chair is participating remotely in an Electronic Meeting and cannot be audibly heard, or visually seen due to service interruption or other, has the option to appoint an alternate Chair to act in his/her place for part of, or the entire meeting.

~~7.7 A member of Municipal Council who is unable to attend a Council Meeting shall be permitted to participate by means of audio/visual or audio electronic communication devices. Members participating electronically cannot be part of the quorum and are not eligible to vote.~~

#### REGULAR COUNCIL MEETING AGENDA

- 8.1 The Municipal Clerk shall prepare Agendas for Regular Council meetings. Insofar as practicable, agendas along with supporting material shall be made available to Members at least three working days prior to any meeting.

The business of Council shall, in all cases, be taken up in the order in which it appears on the Agenda, unless otherwise directed by Council.

As soon as the Agenda is published and circulated by the Municipal Clerk or designate to Council Members the agenda will be made available to the media and public on the Municipal Website with the exception of information relating to matters to be considered in 'Closed Session'.

#### AGENDA HEADINGS

- 8.2 The Municipal Clerk, subject to changes as may be appropriate in the circumstances, shall prepare for distribution a Council Agenda with the routine order of business for regular meetings of Council to be as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Adoption of Minutes from Previous Meeting(s)
4. Business Arising from Previous Minutes
5. Delegations and Timed Events
6. Correspondence
8. Business (including staff reports)
9. By-laws
10. New Business
11. Closed Session



- 12. Rise and Report
- 13. By-law Confirming Proceedings
- 14. Adjournment

Additions to the Agenda:

- 8.3 After delivery of the Council Agenda, the Municipal Clerk may amend the Agenda by way of a revision to add or delete matters from the prepared Agenda in consultation with the Mayor. In this case, the Municipal Clerk shall endeavour to forward additional Agenda material to the Members prior to the meeting. The Agenda additions may be presented at the Council meeting and are not subject to the notice requirements.
- 8.4 The addition of items to be added to the Council Agenda shall be restricted to time sensitive and emergency matters. All addendum items and items of business not listed on a Council Agenda or addendum may only be introduced at a Council meeting with the approval of Council.

DISCLOSURE OF PECUNIARY INTEREST

- 9.1 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest direct or indirect, in any matter and is present at a meeting of the Council or Committee at which the matter is the subject of consideration, the Member in accordance with the Municipal Conflict of Interest Act shall:
  - a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b) record the Conflict of Interest on the prescribed Declaration of Pecuniary interest Form and provide it to the Municipal Clerk;
  - c) shall not take part in the discussion of or vote on any question in respect of the matter;
  - d) shall not attempt in any way either before, during or after the meeting to influence voting on any such question; and;
  - e) may ask to be excused from the portion of the meeting the pecuniary matter is to be discussed.
- 9.2 Where the meeting is not open to the public, in addition to complying with the requirements of the Municipal Conflict of Interest Act, a Member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.
- 9.3 The Municipal Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes, Notes or Report of that meeting.

Requirement to Establish a Registry

- 9.4 The Municipal Clerk shall establish and maintain a registry in which shall be kept;
  - a) a copy of each Declaration of Pecuniary Interest Form statement filed and signed by a Member;
  - b) every declaration of interest and the general nature thereof made under Section 5 of the Municipal Conflict of Interest Act, shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Municipal Clerk of the municipality or Secretary of the committee or local board, as the

case may be. The registry shall be available for public inspection upon request to the Municipal Clerk.

#### ADOPTION OF MINUTES OF THE PREVIOUS MEETING(S)

- 10.1 Minutes of the previous Regular or Special Meetings of Council will be presented for adoption by the Council including any amendments as may be noted at the meeting.
- 10.2 Minutes shall record:
  - a) the place, date and time of meeting;
  - b) the name of the Chair or Presiding Officer and attendance of Council Members and Municipal Employees;
  - c) the correction of any amendments to and adoption of the Minutes of prior meetings. Any corrections made to the draft minutes at the meeting at which they are made should merely indicate that the minutes were approved "as corrected" without specifying the corrections;
  - d) Each item considered by Council and the decisions of the meeting without note or comment.
- 10.3 The Minutes are a legal record of action taken and may be amended to correct errors and omissions. No debate is permitted.
- 10.4 Once the Minutes are adopted by Council, they shall be signed by the Mayor and Municipal Clerk, or their designate(s) if the Mayor and/or Municipal Clerk were absent from the meeting when the Minutes were taken.

#### PRESENTATIONS

- 11.1 Presentations at all Council Meetings may include:
  - a) Presentations by organizations providing information at the request of Council;
  - b) Presentations to or from Council recognizing achievements; and,
  - c) Presentations by Municipal Staff or Consultants.
- 11.2 In general, Council will provide fifteen (15) minutes for each presentation with a question and answer period by Council to follow. Any additional time exceeding fifteen (15) Minutes shall be granted by the Mayor or Presiding Officer.

#### DELEGATIONS

- 12.1 Persons can make a request to the Municipal Clerk if they wish to appear at Council as a delegation by making a written request.
- 12.2 Every individual, organization or group wishing to address Council shall notify the Municipal Clerk in writing providing a brief outline of the nature of the Delegation and include any specific requests or recommendations to Council no later than 1:00 p.m. on a Friday preceding a Council meeting. The notice shall be signed, shall include the mailing address and telephone number or email by which the individual or the organization or group may be contacted.
- 12.3 Council may refuse to hear Delegations when, in the opinion of the Council, the subject of the presentation is beyond the jurisdiction of the Municipality; when the matter was referred to a Staff member for a report; when the delegation has already spoke in front of Council on the subject matter or if the delegation is vexatious in nature.

- 12.4 All persons attending the meeting as a delegation shall address the Chair from the table in the Council Chambers.
- 12.5 Delegations shall be limited to speaking not more than ten (10) minutes when addressing Council.
- 12.6 Council may limit or extend the time allowed for a Delegation by the Chair or a majority vote by the members present.
- 12.7 An opportunity will be provided for Members to ask questions of clarity immediately following Delegations and Public Meetings and Members will be granted permission to ask questions, one (1) question at a time per Member as directed through the Mayor or Presiding Officer, on a rotating basis to ensure that anyone who wishes to ask a question is given the opportunity. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate.

#### DELEGATION ACTIONS

- 13.1 Following a Delegation, Council may, by resolution, agree on a specific action in response to the Delegation, such as 'refer to staff for a report', 'receive for information', or decide on a direction or action to be taken in response to a request to Council.

#### REPORTS

- 14.1 Reports of Council and verbal or written reports from Municipal Employees shall be presented, received and action taken as directed by Council and be expressed by Motion and passed by Resolution.
- 14.2 The reports contain recommendations provided by municipal staff including background information and may request authorization for a stated course of action by Council. The reports should succinctly layout the reasons for the request or recommendation and may summarize pertinent report sections including the origin, background, analysis or conclusion where this information assists in clarifying or justifying the staff recommendation.
- 14.3 All Municipal Staff Reports to be included in the Council Agenda package shall be prepared using a consistent and prescribed format and will include the following if applicable:
- Recommendation
  - Background
  - Analysis
  - Financial Implications
  - Strategic Plan Objective (if applicable);
  - Conclusion;
  - Attachment(if applicable);
  - Authorization acknowledgement.
- 14.4 The recommendation of a Municipal Staff embodied in a Report to Council are:  
 (1) the main Motion(s) when the clause is called and  
 (2) deemed to have been adopted by Council without any amendments unless Council decides otherwise

## MOTIONS

- 15.1 No Member shall introduce any item to the Council for its consideration unless:
  - a) the item relates to a matter on the Agenda for that meeting; or
  - b) the matter is of an urgent nature and leave is granted on a two-thirds majority vote.
- 15.2 In Regular Council, a Motion shall be moved and seconded before a Member speaks to the Motion and before the Chair shall put the question and the Motion is recorded in the Minutes of the meeting.
- 15.3 A Member may move a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion. A seconder of a Motion may vote against the Motion.
- 15.4 After a Motion is moved at the Council meeting it shall be deemed to be in the possession of Council and may not be withdrawn without the consent of the mover and seconder and a majority vote before decision or amendment.
- 15.5 Requirement for Disposition: A Motion properly before Council for decision must receive disposition before any other motion can be received for debate, except where:
  - a) a motion on procedure has been made to amend, to defer decision on the question, to refer the matter, to call the vote on the question, or to extend the hour of closing proceedings; or meeting has failed for lack of a quorum.
- 15.6 Presentation of Motion—All Motions shall be presented in written form to Council and will be provided to the Municipal Clerk if not already printed in the Agenda for the meeting and shall be stated by the Presiding Officer before it is debated.
- 15.7 Motion to Adjourn - A Motion to adjourn:
  - shall always be in order except as provided by these rules;
  - Does not require a seconder.
- 15.8 Motion to Refer — A Motion to refer a question or matter provides the opportunity for redrafting or further study of a motion to either amend properly or to obtain additional information. The motion can be made with or without instructions to the staff or a committee, such as when to report back, or to propose an amendment written to accomplish a particular purpose.
- 15.9 A reconsideration— Any substantive Motion may be reconsidered. If a motion has been either adopted or defeated during a meeting, at least one member who voted on the winning side may make the motion to reconsider.
- 15.10 The Motion to reconsider may be seconded by any member, no matter how the Member voted.
- 15.11 A Motion to reconsider is debatable
- 15.12 If the Motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it had never previously been considered

- 15.13 No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered.

### RECESS

- 16.1 A Motion to recess may be made at the call of the Mayor or Chair when no question is pending, in order to provide for an intermission in the Council or Committee proceedings. This does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.

### RECONVENE

- 17.1 The motion to reconvene is made after the Member(s) have had a short recess of the Municipal Council's proceedings. Once reconvened, business resumes at exactly the point where it was recessed. Time of reconvening shall be noted in the Minutes of the Meeting.

### WITHDRAWAL

- 18.1 A request to withdraw a Motion,
- I. Shall only be made by the mover of the Motion;
  - II. May be made without the consent of the seconder of the Motion; and
  - III. Shall be in order up until the vote on the Motion is taken.

### NOTICES OF MOTION

- 19.1 A Member desiring to introduce a Motion at a Meeting regarding a matter that would not otherwise be considered by the Council at such Meeting, shall deliver a written copy of the Motion, to the Municipal Clerk before the Regular Meeting or of Council at the Meeting which a notice of Motion is to be given. Upon receipt of a notice of Motion request, the Municipal Clerk shall print the Motion in full in the agenda for the next Regular Meeting or Committee of the Whole Meeting of the Council. A notice of Motion shall be otherwise considered or disposed of by the Council at the Regular Meeting at which it is first introduced, unless a Member objects by a vote to its consideration, in which case it shall be considered at the next regular Meeting of the Council.

### RULES OF DEBATE

- 20.1 Every Member prior to speaking to any question or Motion shall raise their hand and must be recognized first by the Mayor or the Presiding Officer to address Council.
- 20.1 When two or more Members raise their hand at the same time, the Mayor or Presiding Officer shall designate the Member who in the opinion of the Presiding Officer, was first to be acknowledged.
- 20.2 When the Mayor or Presiding Officer calls for the vote on a Motion, each Member shall be seated and shall remain seated until the result has been announced.
- 20.3 Any Member may require a Motion under discussion and debate to be read out by the Mayor or Committee Chair, or Municipal Clerk at any time during the debate but not so as to interrupt a Member while speaking.

- 20.4 No Member of Council, shall speak to the same Motion, or in reply, for longer than five (5) minutes without approval by the Mayor or Presiding Officer.
- 20.5 A Member may ask a question solely for the purpose of obtaining information relating to the Motion under discussion and such question must be stated concisely and be asked through the Mayor or Presiding Officer.
- 20.6 If the Mayor or Chair desires a Member to preside over a portion of the Meeting for the purpose of taking part in the debate, the Mayor or Presiding Officer shall designate the Deputy Mayor or, if present, or any other Member, who will preside over the Meeting or a specific section of the agenda.
- 20.7 If a Member repeatedly questions the motives of other Members and mentions them by name, or persists in speaking on completely irrelevant matters in debate then the Mayor or Presiding Officer normally should first warn the Member; The Mayor or Presiding Officer should clearly state the breach involved and put the question as to whether the Member should be allowed to continue speaking to the assembly.

#### VOTING ON MOTIONS

- 21.1 The manner of determining the decision of the Municipal Council on a Motion shall be by show of hands unless a recorded vote is requested. No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- 21.2 No Member can be compelled to vote. As a result, every Member has the right to abstain. If the vote required is a majority or two thirds of the members present, an abstention will have the same effect as a “no” vote.
- 21.3 Where a recorded vote is requested prior to or immediately to taking of the vote each Member present, except a Member who is disqualified from voting by any Act, shall announce his vote openly, and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote and the Municipal Clerk shall record each vote.
- 21.4 When a Member present requests a recorded vote, all Members present at the Council or Committee meeting must vote by random draw by the Clerk or designate. The names of those who voted for and the names of those who voted against shall be noted in the Minutes. The Mayor or Presiding Officer shall announce the results.
- 21.5 Unless provided otherwise, if there is a tied vote on any question, the vote shall be deemed to be lost.
- 21.6 Every Member of the Council has the right to vote on all questions, unless such Member has declared a conflict of interest in writing pursuant to the Municipal Conflict of Interest Act.
- 21.7 Any question having an equal number of votes shall be deemed to have been in the negative.

#### BY-LAWS

- 22.1 No by-law shall be presented to Council unless the subject matter thereof has been considered and approved by Council or unless the Mayor, or Municipal Clerk determines that the matter is of sufficient urgency, needs to be dealt with in the best interests of the Municipality, or is of a routine nature.
- 22.2 The Municipal Clerk shall submit to Council a summary of all By-laws proposed for adoption, including the By-law number and title.
- 22.3 Unless otherwise requested or separated, all By-laws proposed for adoption shall be passed in one single Motion, duly moved and seconded.
- 22.4 The Clerk shall be responsible for their correctness should they be amended at the Council Meeting.
- 22.5 Every by-law, when introduced, shall contain no blanks except such as may be required to "conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
- 22.6 All amendments to any by-laws being approved by Council shall be deemed to be incorporated into the by-law. If the by-law is enacted by Council, the amendments shall be inserted by the Municipal Clerk.
- 22.7 Every by-law enacted by Council shall be numbered, dated, signed by the Mayor or designate in the Mayor's absence, and by the Clerk or designate in the Clerk's absence. The corporate seal shall be affixed to the by-law and the by-law shall be numbered, dated and deposited by the Clerk for safekeeping.

#### CORRESPONDENCE

- 23.1 Upon receipt of any letter, or other communication and addressed to Council, the Municipal Clerk shall place the matter on the next available Regular Council Meeting
- 23.2 Every communication intended to be presented to Council or Committee must be legibly written and must contain the signature and contact address of at least one person and preferably the addresses of all signatories. For all communication items submitted there shall be a designated contact person to whom the Clerk can communicate on behalf of Council or a Committee.
- 23.3 Any communication within the jurisdiction of a Council shall first be referred by the Clerk to the appropriate Department unless the communication relates to a subject or report scheduled to be considered by Council.
- 23.4 All communications received from other Municipalities requesting endorsement or consideration of their resolution may be added to the appropriate Council Agenda and be received for information and filed as necessary.
- 23.5 Any Member of Council, at any time prior to the preparation of the Agenda, may file in writing an item for inclusion in the Agenda.
- 23.6 The business of the Council shall in all cases be taken up in the order in which it stands upon the Agenda unless otherwise decided by the Council.

## PETITIONS

- 24.1 Petitions shall include a statement or position that the signatories are supporting, and include legible names and shall not contain any obscene, incorrect, vexatious or improper matter or language.
- 24.2 The individual or group initiating the petition, or submitting the petition to the Municipal Clerk, must provide a key contact name, mailing address, and telephone contact information to the Municipal Clerk.
- 24.3 The signatory's personal information will be redacted from the information published in the agenda.

## COUNCIL ANNOUNCEMENTS

- 25.1 Council Announcements are added to the Agenda for the sole purpose of informing other Members of Council and the general public on items of interest in each Council Member's respective portfolio. It also provides Council an opportunity to ask questions of clarification only relating to items in a Council Member/Coordinator's portfolio.

## CLOSED SESSIONS

- 26.1 Meetings or a part of a meeting may be closed to the public by a Motion, if the subject matter being considered pursuant to Section 239 of the Municipal Act, 2001.

### Exceptions:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- g) a matter in respect of which a Council, board or committee, or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;



- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
  - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- 26.2 A meeting of the Regular Council or of a Committee may be closed to the public if the following conditions are both satisfied:
  - 1. The meeting is held for the purpose of educating or training the Members; and
  - 2. At the meeting, no Member discusses or otherwise deals with any matter in any way that materially advances the business or decision making of the Council, board or Committee, in accordance with the Municipal Act 2001.
- 26.3 Public Statement Required for Closed Sessions:  
 Prior to holding a meeting or part of a meeting that is to be closed to the public the Head of Council or presiding Officer shall state by resolution:
  - a) The fact of the holding of the Closed Session;
  - b) The general nature of the matter to be considered at the Closed Session;
  - c) The specific provision of the Municipal Act 2001 under which meeting in Closed Session is permitted; and
  - d) Where the purpose is for education or training that the meeting is to be held in private session, in accordance with the Municipal Act 2001.
- 26.4 A meeting shall not be closed to the public during the taking of a vote. Despite the preceding, a meeting may be closed to the public during a vote if:
  - a) Section 239 (2) of the Municipal Act 2001 permits or requires a meeting to be closed to the public; and
  - b) The vote is for a procedural matter or for giving directions or instructions to officials, employees or agents of the Municipality or persons retained under contract by the Municipality.
- 26.5 The Clerk shall prepare a record of each Closed Session held in Council or Committee, indicating:
  - a) The matter discussed;
  - b) The specific provision of the Act under which the meeting in Closed Session is held;
  - c) The Members in attendance;
  - d) The disposition of the matter;
  - e) The starting and concluding times for the Closed Session; and
  - f) Any other proceedings.
- 26.6 Confidential Documentation- All information, documentation or deliberations received, reviewed or taken in a Closed Session are confidential including notes and records.
- 26.7 No Member or Administration shall release or make public any information considered at a Closed Session or discuss the content of such a meeting with persons other than Members of Council, Committee or relevant municipal employees.

- 26.8 All information, or documentation or deliberation received, reviewed, presented or discussed in a legitimate Closed Session of Council and its Committee's is confidential and if disclosed, the person or person's disclosing the information may be disciplined in accordance with the Municipality of Brooke-Alvinston Code of Conduct for Council Members and the Code of Conduct for Municipal Staff Policies.
- 26.9 Agendas, reports or any items from a Closed Session for Council consideration shall not be released to the public or media.
- 26.10 Subject to the provision of Section 239 of the Municipal Act 2001, an in- camera item that requires a final decision shall be done by Council resolution or by-law at a future public meeting of Council. However, discussion that took place during a closed session, shall remain confidential

#### ADJOURNMENT

- 27.11 A Motion to adjourn may be made by a Member who has the floor, requires no seconder and need not be in writing. However, no Motion to adjourn may be made during the taking of a vote on any Motion.
- 27.12 A Motion to adjourn may not be amended.
- 27.13 On a Motion to adjourn no Member shall leave their seat until the Chair has declared the meeting adjourned.

#### COMMITTEES— GENERAL

- 29.1 Council shall determine the appropriate number of Committees, their membership, mandates, purposed, terms of reference and reporting practices.
- 29.2 Council shall direct the Municipal Clerk to advertise for Committee applications after each election, to fill any vacancies, or expired terms of office on an annual basis, or as vacancies occur throughout the term of Council.
- 29.3 Council will review the applications under their assigned respective service area of responsibility and will make recommendations for prospective Committee Members from applications received in closed session for appointment by motion at a Regular Council Meeting for their areas of responsibility after each municipal election for any vacancies or expired terms of office or on an as needed basis.
- 29.4 The role of Committees shall generally be to:
- a) Make recommendations to Council on matters which are in their area of jurisdiction that are referred to the Committee by Council or that are in accordance with the Committee mandate, purpose and terms of reference;
  - b) Request municipal employees, through the Chief Administrative Officer, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and
- 29.5 The rules governing the procedure of Council and the conduct of Members at Council shall be observed in all Committees so far as they are applicable,

- 29.6 The Mayor shall be an ex-officio Member of each Committee, shall be counted for quorum purposes and is entitled to vote at such meetings.
- 29.7 The Mayor shall not be eligible to be the Chair or Vice-Chair of an Advisory Committee.
- 29.8 Members shall be appointed to Committees and local board by Council for the term of Council or for the term set out in such appointment, and, until their successors are appointed, unless otherwise provided by by-law.
- 29.9 Council Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of the Committee, take part in the discussion, but shall not be counted in the quorum or be entitled to make Motions or to vote at these meetings.
- 29.10 Committees shall not hold or schedule meetings while Council is in session.
- 29.11 All Committee Minutes, when approved, are to be sent to the Municipal Clerk (or designate) for record keeping purposes.
- 29.12 Members shall be appointed to Committees of Council for the term of Council or for the term set out in such appointment and until their successors are appointed.

#### DISBANDING— AD HOC OR SUB-COMMITTEES

- 30.1 Unless otherwise directed by the Council, an Ad Hoc Committee shall be considered disbanded upon completion of the assigned task(s) and submission of its findings.
- 30.2 Unless otherwise directed by the Council, a Subcommittee shall be considered disbanded upon completion of the assigned task(s) and submission of its findings.
- 30.3 This By-law may be referred to as the “Council Procedural By-law”.

#### SEVERABILITY

- 31.1 If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law will be considered to be severed from the balance of the by-law, which will continue to operate in full force.

~~Electronic Meetings (revision # 1 By-law 15 of 2020)~~

~~revision # 2 presented at October 22, 2020 meeting~~

- ~~32.1 For the purposes of this Part 32, the following capitalized term has the following meaning and all other capitalized terms shall have the meaning given to them in Part 2 hereof:~~

~~—  
"Electronic Meeting" means a meeting called by the Mayor and held in full or in part through such electronic means selected by the Mayor, in consultation with the Clerk, taking into account the Municipality of Brooke Alvinston's resources, which may include, but not be limited to, audio telephone conference, video telephone conference, or online through the Internet or otherwise via the Internet, and with or without in person attendance.~~

- ~~32.2 Notwithstanding any other Part hereof, at the call of the Mayor a regular or special meeting of Council (including, for greater certainty, any Committee meeting) may be conducted by Electronic Meeting, in accordance with this Part and any other protocol and/or policy as may be approved by Council from time to time.~~
- ~~32.3 A Member attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the Meeting, and shall be entitled to vote as if they were attending the Meeting in person.~~
- ~~32.4 An Electronic Meeting may include a Closed Meeting, which shall be conducted with members of the public excluded therefrom and in accordance with this Part.~~
- ~~32.5 A public notice of an Electronic Meeting shall include sufficient information as to provide the public with the ability to reasonably access and/or otherwise observe, by such means identified in the notice, the open session of the Electronic Meeting.~~
- ~~32.6 Despite any other Part hereof any person desiring to present verbally to, or to make a request of, or present correspondence to, Council at and/or during an Electronic Meeting, shall first give the requisite notice thereof to the Clerk and meet all other requirements of these Rules of Procedure, and provided such requirements have been met, shall only be permitted to make such presentation, request or present such correspondence in writing, provided further that such written presentation, request and/or correspondence is received by the Clerk no later than 12:00 noon on the sixth working day immediately preceding the Electronic Meeting.~~
- ~~***Note: the amendment will not permit individual members of Council to opt to participate electronically in any open or closed session of Council. In other words, if this amendment is adopted, it's "all or nothing", meaning that the Mayor could only call an electronic meeting of Council and all of Council would participate electronically instead of an in-person.***~~
- ~~32.7 The Rules of Procedure shall continue to apply to an Electronic Meeting held pursuant to this Part 32. In the event of any inconsistency and/or conflict between this Part 32 and any other Part of these Rules of Procedure, this Part 32 shall prevail to the extent of the inconsistency and/or conflict.~~

EFFECTIVE DATE

THIS by-law shall become effective upon signing.

REPEAL OF EXISTING BY-LAWS

That By-law Number 45 of 2020 is hereby repealed.

Read a first, second and third time and finally passed this 10<sup>th</sup> day of November 2021.

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Mayor  
David Ferguson

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Clerk Administrator  
Janet Denkers



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Auditorium Fees Request - ELMHA & Silverstick  
**Meeting:** Council - 10 Nov 2021  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### **Recommendation:**

**That Council consider the report in making their decision.**

### **Background:**

A letter was received from the ELMHA and Alvinston Silverstick Committee for consideration of Auditorium fees during the 2021 Silverstick Tournament - the letter is attached.

### **Comments:**

Generally the Silverstick Committee books the auditorium for four days during the Alvinston Silverstick competition. The Auditorium is used as an after games rest area whereby the Committee offers breakfast / meals and a place to gather.

Other user groups that book the Auditorium in conjunction with ice activities are:

- Brooke-Alvinston Skating Club
- Hayter Tournament
- ELMHA
- SORHA

### **Financial Considerations:**

In 2019, the Silverstick Committee was billed \$2,012.83 for the use of the Auditorium.

### **ATTACHMENTS:**

[To Brooke Alvinston Municipal Council - Silverstick](#)



To Brooke Alvinston Municipal Council,

The East Lambton Minor Hockey Association and the Alvinston Silverstick committee has been a big user of the arena and the auditorium over the years. Most years we would use the ice and the auditorium for the 4 days of silverstick at the end of December. (Dec 27-30)

With the silverstick committees small budget, trying to keep the tournament cost effective for teams, and bringing in lots of family's and teams to the community, we are looking for help from council to bring the cost of the auditorium rental down for this event. We felt since we have been a long time user and the auditorium is not used much during the middle of the day this was a reasonable request.

Thanks for your consideration.

Adam MacKellar – Elmha president

*ADAM MACKELLAR*

Travis Duncan – Silverstick Committee President

*TRAVIS DUNCAN*



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Cost of Living Increase - 2022  
**Meeting:** Council - 10 Nov 2021  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council approve a Cost of Living Increase of 2.5% for Employees for 2022**

### Background:

Council adopted a compensation grid that requires a review by Council each year with consideration to annual adjustments to the salary grid. Information is gathered from local municipalities of similar size and the average inflation rate / CPI in Ontario to compare with.

Step progression is separate from a Cost of Living increase for employees and is based on successful yearly performance appraisals.

In efforts to prepare a draft preliminary 2022 budget for Council consideration, staff are requesting Council to consider the Cost of Living increase in order to project employee wages in 2022. Performance Appraisals are anticipated to be conducted earlier to assist with the 2022 budget projection.

### Comments:

Based on data received, the 2022 projected salary grid adjustment of similar sized municipalities ranges from 1.75% to 4%.

Attraction and retention of staff continues to pressure municipalities to retain competitive job rates. In summary, having regard to both local area municipal (union & non union) projections and the Consumer Price Index, it is recommended that the salary grid be adjusted by 2.5% for 2022.

Previous Cost of Living Allowances approved by staff were:

2021 - 1.5%

2020 - 1.9%

2019 - 1.8%

The average monthly Ontario CPI increase is at 2.9 %

### Financial Considerations:

A Cost of Living increase of 2.5% would increase the current 2021 payroll (without step increases) by approximately \$27,500



## Council Staff Report

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**To:** Mayor Ferguson and Members of Council  
**Subject:** Accounts Payable Listing - October 2021  
**Meeting:** Council - 10 Nov 2021  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### **Recommendation:**

**That Council receive and file the Accounts Payable Listing for October 2021.**

### **Background:**

The Accounts Payable Listing is provided for information purposes only. Any questions should be directed to the treasurer or appropriate department head. In most cases the goods or services have already been provided and the Municipality is already legally obligated to make the payment(s) with a preference to pay on time to avoid late payment charges.

### **ATTACHMENTS:**

[Posted Accounts Payable List - October 2021](#)



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**Accounts Payable**

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>					
01-0000-0020	003414 CATHY WINDEL	OCT2021 REFUND BALANCE UPPER HALL RENT	10-04-21	10-04-21	28.67
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	OCT2021 SUNLIFE BENEFITS	10-01-21	10-01-21	4.34
01-0000-0609	002573 TRICKEY ET AL TAX TEAM INC.	15854 TAX SALE COSTS	10-13-21	10-13-21	678.00
01-0000-0609	002573 TRICKEY ET AL TAX TEAM INC.	15856 TAX SALE PAPERWORK	10-19-21	10-19-21	56.50
Account Total					734.50
01-0000-1051	000105 USTI CANADA, INC.	333923 KEYSTONE ANNUAL LICENCE	10-19-21	10-19-21	13,114.54
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	SEP2021 DEDUCTIONS	10-01-21	10-01-21	16,942.34
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	SEP2021 WSIB PREMIUM	10-01-21	10-01-21	3,045.36
01-0000-2292	000370 MINISTER OF FINANCE -EHT	SEP2021 EMPLOYER HEALTH TAX	10-01-21	10-01-21	1,361.05
Account Total					4,406.41
01-0000-2293	000087 BMO NESBITT BURNS	OCT2021 EMPLOYEE RSP	10-27-21	10-27-21	1,632.00
01-0000-2293	000087 BMO NESBITT BURNS	SEP2021 EMPLOYEE RSP	10-01-21	10-01-21	1,632.00
Account Total					3,264.00
01-0000-2420	002770 JAMIE ARMSTRONG	OCT2022 REFUND WATER TOWER KEY	10-04-21	10-04-21	25.00
01-0000-2426	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	1050 FOODBANK	10-01-21	10-01-21	200.00
01-0000-2426	002800 KIM LEE	OCT2021 FOOD BANK PURCHASES	10-14-21	10-14-21	23.94
01-0000-2426	000185 DON MCGUGAN	OCT2021 FOOD BANK PURCHASES	10-22-21	10-22-21	665.50
Account Total					889.44
Department Total					39,409.24
<b>LICENCES, PERMITS, RENTS</b>					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	-425.00
Department Total					-425.00

## Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>GOVERNANCE</b>					
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2110 AMO TRAINING	10-13-21	10-13-21	226.00
01-0240-7325	000331 ONTARIO GOOD ROADS ASSOCIATION	OCT2021 OGRA CONFERENCE	10-27-21	10-27-21	791.00
Account Total					1,017.00
01-0240-7610	002953 CHRISTMAS FOR EVERYONE	OCT2021 CHRISTMAS FOR EVERYONE	10-22-21	10-22-21	200.00
Department Total					1,217.00
<b>COUNCIL SUPPORT</b>					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	OCT2021 SUNLIFE BENEFITS	10-01-21	10-01-21	988.26
01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	104.69
Department Total					1,092.95
<b>CORPORATE MANAGEMENT</b>					
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	OCT2021 SUNLIFE BENEFITS	10-01-21	10-01-21	1,360.58
01-0250-7301	000165 MANLEY'S BASICS	1110085 OFFICE SUPPLIES	10-07-21	10-07-21	135.58
01-0250-7301	000165 MANLEY'S BASICS	1110413 OFFICE SUPPLIES	10-13-21	10-13-21	17.56
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	345131 WATER	10-27-21	10-27-21	7.38
Account Total					160.52
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	57.72
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	247.88
Account Total					305.60
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR309198 COPIER MAINTENANCE CONTRACT	10-04-21	10-04-21	91.74
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR246942 OFFICE POSTAGE	10-07-21	10-07-21	1,039.60
01-0250-7309	000002 ENBRIDGE GAS / UNION GAS	31040 4-1021 NATURAL GAS HEATING	10-04-21	10-04-21	19.44

## Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	18911 IT SUPPORT	10-04-21	10-04-21	413.18
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	18953 IT LICENCING & SUPPORT	10-07-21	10-07-21	459.92
01-0250-7310	002691 EASYPAY	2021-10 PAYROLL PROGRAM	10-20-21	10-20-21	355.00
01-0250-7310	003264 REDCHAIR	3742 WEBSITE HOSTING	10-07-21	10-07-21	169.50
Account Total					1,397.60
01-0250-7340	000112 NUTECH PEST SERVICES	10300 PEST CONTROL	10-19-21	10-19-21	47.46
01-0250-7341	000132 A-1 SECURITY SYSTEMS	154239 SECURITY SYSTEMS	10-19-21	10-19-21	541.72
01-0250-7341	000132 A-1 SECURITY SYSTEMS	155197 SECURITY SYSTEM MAINTENANCE	10-27-21	10-27-21	563.19
Account Total					1,104.91
01-0250-7405	003353 BETTY MCKELLAR	OCT2021 OFFICE CLEANING	10-07-21	10-07-21	250.00
Department Total					5,777.45
<b><u>FIRE STATION - ALVINSTON</u></b>					
01-0411-7120	002873 UNIFORM UNIFORMS / 835090 ONTARIO LTD	52359 UNIFORMS	10-13-21	10-13-21	1,669.01
01-0411-7150	002387 TOWN OF PETROLIA	011606 FIRE TRAINING	10-01-21	10-01-21	90.40
01-0411-7150	000203 ONTARIO ASSOCIATION OF FIRE CHIEFS	60601 TRAINING	10-13-21	10-13-21	25.00
01-0411-7150	000203 ONTARIO ASSOCIATION OF FIRE CHIEFS	60658 COURSE COST	10-19-21	10-19-21	197.75
Account Total					313.15
01-0411-7175	002070 CANADIAN VOLUNTEER FIRE SERVICES	01012021-15 LONG SERVICE AWARDS-30 YEARS	10-27-21	10-27-21	320.00
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	57.14
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	60.66
Account Total					117.80
01-0411-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR247405 FIRE DEPT MAILING	10-20-21	10-20-21	47.49

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Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7309	003076 DOWLER KARN	1270835 PROPANE	10-13-21	10-13-21	386.92
01-0411-7320	000279 BMO BANK OF MONTREAL	0502677-2110 OFC REGISTRATION	10-13-21	10-13-21	65.00
01-0411-7330	000048 WATFORD HOME HARDWARE / CARIS HARDV	145543 FIRE PREVENTION	10-13-21	10-13-21	67.74
01-0411-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN158832 FIRE PREVENTION MATERIAL	10-13-21	10-13-21	433.92
01-0411-7330	003217 MUN OF BROOKE-ALVINSTON - EFT	TR246708 FIRE PREVENTION NEWSLETTER	10-01-21	10-01-21	205.40
Account Total					707.06
01-0411-7340	003364 R & C CLEANING	SEPT-2021 FIREHALL CLEANING	10-07-21	10-07-21	120.00
01-0411-7343	000100 MCNAUGHTON HOME HARDWARE CENTRE	341733 GROUNDS MAINTENANCE	10-13-21	10-13-21	81.34
01-0411-7345	003232 CANADIAN IPG CORPORATION	00472785 RESPIRATORY PROTECTION	10-01-21	10-01-21	452.00
01-0411-7345	003177 KOOTENAY MURPHY HOLDINGS LTD.	7779 SERVICE CONTRACT	10-27-21	10-27-21	2,040.15
Account Total					2,492.15
01-0411-7365	000131 BEARCOM CANADA CORP	5257090 BATTERY	10-01-21	10-01-21	182.25
01-0411-7370	000119 THREE MAPLES VARIETY	OCT2021 FUEL	10-19-21	10-19-21	172.05
01-0411-7371	002892 SANI GEAR INC.	8402 PPE REPAIRS & MAINTENANCE	10-27-21	10-27-21	320.58
01-0411-7373	000214 KARL'S TRUCK SERVICE	NW7115 ANNUAL SAFETY INSPECTION T4	10-13-21	10-13-21	1,823.99
01-0411-7373	000214 KARL'S TRUCK SERVICE	WN71138 ANNUAL SAFETY INSPECTION T2	10-13-21	10-13-21	816.93
Account Total					2,640.92
Department Total					9,635.72
<b>POLICE</b>					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2215 MONTHLY POLICING	10-01-21	10-01-21	33,241.75
Department Total					33,241.75
<b>PROTECTIVE INSPECTION &amp; CONTROL</b>					

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Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0440-7470	002223 COUNTY OF LAMBTON	35309 BUILDING INSPECTIONS	10-19-21	10-19-21	3,022.50
01-0440-7470	002223 COUNTY OF LAMBTON	35309 BUILDING INSPECTIONS	10-19-21	10-19-21	468.54
Account Total					3,491.04
01-0440-7472	000175 VICKI KYLE	OCT2021 ANIMAL CONTROL SERVICES	10-04-21	10-04-21	885.72
01-0440-7476	002223 COUNTY OF LAMBTON	35310 PROPERTY STANDARDS	10-19-21	10-19-21	227.50
01-0440-7476	002223 COUNTY OF LAMBTON	35310 PROPERTY STANDARDS	10-19-21	10-19-21	30.78
01-0440-7476	002223 COUNTY OF LAMBTON	35311 PROPERTY STANDARDS	10-19-21	10-19-21	9.82
Account Total					268.10
Department Total					4,644.86
<b>EMERGENCY MEASURES</b>					
01-0450-7340	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	63.43
Department Total					63.43
<b>RP - PATCHING COLD/HOT MIX</b>					
01-0501-7401	000115 LLOYD'S PAVING (WYOMING) LIMITED	895-8818 PATCH CHURCHILL	10-13-21	10-13-21	32,445.52
Department Total					32,445.52
<b>RUP - GRAVEL PATCH</b>					
01-0516-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	129642 STONE	10-13-21	10-13-21	1,510.54
01-0516-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	97709 STONE	10-13-21	10-13-21	484.45
Account Total					1,994.99
Department Total					1,994.99
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-1021 HYDRO	10-07-21	10-07-21	19.98
Department Total					19.98
<b>RT&amp;M - CATCH BASINS</b>					
01-0553-7301	002136 COLDSTREAM CONCRETE LTD.	17755 RINGS, CAGES	10-26-21	10-26-21	1,755.31
Department Total					1,755.31

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**Accounts Payable**

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Vendor 000000 Through 999999

Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>RT&amp;M - DRAINAGE</b>					
01-0554-7401	003004 TOM PARKS	211005A TILE FLUSHING	10-26-21	10-26-21	339.70
01-0554-7401	003004 TOM PARKS	211006A TILE FLUSHING	10-26-21	10-26-21	339.70
01-0554-7401	003408 SANITARY SEWER CLEANING CO LTD	34117 FLUSH CAMERA	10-26-21	10-26-21	1,129.55
01-0554-7401	002840 JLH EXCAVATING INC.	E11231 HOE RIVER STREET	10-26-21	10-26-21	3,197.90
Account Total					5,006.85
Department Total					5,006.85
<b>OVERHEAD</b>					
01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	OCT2021 SUNLIFE BENEFITS	10-01-21	10-01-21	2,751.42
01-0560-7150	000154 ASSOCIATION OF ONTARIO ROAD SUPERVISORS	23261 CHAINSAW TRAINING	10-26-21	10-26-21	372.90
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	121.35
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	120.27
Account Total					241.62
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2110 CVOR	10-13-21	10-13-21	51.00
01-0560-7304	003348 CAN GROW CROP SOLUTIONS	161147 COUPLER, VALVE	10-26-21	10-26-21	69.61
01-0560-7304	000139 JOHN O'NEIL WELDING	29976 STEEL ELECTRODES	10-13-21	10-13-21	763.13
01-0560-7304	000168 WATFORD AUTO PARTS	5329-227748 GREASE	10-13-21	10-13-21	135.15
01-0560-7304	000168 WATFORD AUTO PARTS	5329-228836 SUPPLIES	10-26-21	10-26-21	201.29
01-0560-7304	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT52396 COUPLING	10-13-21	10-13-21	13.03
Account Total					1,233.21
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	6362-0921 HYDRO	10-04-21	10-04-21	78.42
01-0560-7310	000131 BEARCOM CANADA CORP	5266520 EMERGENCY PAGER	10-13-21	10-13-21	274.59
01-0560-7325	000331 ONTARIO GOOD ROADS ASSOCIATION	OCT2021 OGRA CONFERENCE	10-27-21	10-27-21	791.00

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MUNICIPALITY OF BROOKE-ALVINST

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**Accounts Payable**

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Vendor 000000 Through 999999

Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7340	000112 NUTECH PEST SERVICES	10312 PEST CONTROL	10-13-21	10-13-21	47.46
01-0560-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	769069 LAUNDRY TUB, SHOVELS	10-13-21	10-13-21	244.79
Account Total					292.25
01-0560-7398	000074 MACKENZIE OIL LIMITED	811397 MARKED FUEL	10-13-21	10-13-21	1,104.03
01-0560-7405	003353 BETTY MCKELLAR	OCT2021 OFFICE CLEANING	10-07-21	10-07-21	250.00
Department Total					7,389.44
<b>18 WESTERN STAR</b>					
01-0604-7372	000168 WATFORD AUTO PARTS	5329-228836 SUPPLIES	10-26-21	10-26-21	69.13
Department Total					69.13
<b>97 CAT GRADER</b>					
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071377290 HOSE	10-26-21	10-26-21	9.12
Department Total					9.12
<b>17 FORD 4X4 Diesel</b>					
01-0620-7372	000168 WATFORD AUTO PARTS	5329-228836 SUPPLIES	10-26-21	10-26-21	13.52
01-0620-7372	000068 KAL TIRE	873108842 TIRE	10-26-21	10-26-21	348.86
Account Total					362.38
Department Total					362.38
<b>21 Dodge RAM 4 x 4 pickup</b>					
01-0621-7370	000074 MACKENZIE OIL LIMITED	0134178 GAS	10-13-21	10-13-21	298.54
01-0621-7372	000168 WATFORD AUTO PARTS	5329-228836 SUPPLIES	10-26-21	10-26-21	9.44
Department Total					307.98
<b>19 FORD 4x4 PICKUP</b>					
01-0622-7370	000074 MACKENZIE OIL LIMITED	0134178 GAS	10-13-21	10-13-21	298.55
01-0622-7372	000168 WATFORD AUTO PARTS	5329-228836 SUPPLIES	10-26-21	10-26-21	9.97

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Department Total					308.52
<b>WATER TANK &amp; TRAILER</b>					
01-0623-7372	003348 CAN GROW CROP SOLUTIONS	161148 ELBOW	10-26-21	10-26-21	84.91
Department Total					84.91
<b>CAT BACKHOE</b>					
01-0631-7372	000041 DELTA POWER EQUIPMENT	P24881 O RINGS	10-13-21	10-13-21	10.15
Department Total					10.15
<b>KUBOTA TRACTOR</b>					
01-0633-7370	000074 MACKENZIE OIL LIMITED	811399 MARKED FUEL	10-13-21	10-13-21	137.38
Department Total					137.38
<b>STREET LIGHTING - INWOOD</b>					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-1021 HYDRO	10-07-21	10-07-21	548.74
Department Total					548.74
<b>SANITARY SEWER SYSTEM</b>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	149.28
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000225304 SLUDGE REMOVAL	10-13-21	10-13-21	388.72
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000225690 SLUDGE REMOVAL	10-13-21	10-13-21	388.72
Account Total					777.44
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000014919 OPERATIONS CONTRACT	10-07-21	10-07-21	9,081.93
Department Total					10,008.65
<b>INWOOD SEWER SYSTEM</b>					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	49.76
Department Total					49.76
<b>WATERWORKS SYSTEM</b>					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	49.76



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01-0830-7306	000014 HYDRO ONE NETWORKS INC.	6857-0921 HYDRO	10-04-21	10-04-21	29.43
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000014919 OPERATIONS CONTRACT	10-07-21	10-07-21	8,094.28
Department Total					8,173.47
<b>WASTE COLLECTION</b>					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	25894 GARBAGE COLLECTION	10-07-21	10-07-21	6,232.80
Department Total					6,232.80
<b>RECYCLING</b>					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	25940 Q 4-RECYCLING	10-07-21	10-07-21	19,695.45
Department Total					19,695.45
<b>ALVINSTON COMMUNITY CENTRE</b>					
01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	OCT2021 SUNLIFE BENEFITS	10-01-21	10-01-21	1,176.21
01-1635-7125	003415 GREG THORNICOFT	206012 WORK BOOTS	10-26-21	10-26-21	175.00
01-1635-7125	003353 BETTY MCKELLAR	22051 SAFETY BOOTS	10-26-21	10-26-21	175.00
01-1635-7125	000212 LEONARD MITCHELL	OCT2021 WORK BOOTS	10-26-21	10-26-21	175.00
Account Total					525.00
01-1635-7150	000154 ASSOCIATION OF ONTARIO ROAD SUPERVISORS	23261 CHAINSAW TRAINING	10-26-21	10-26-21	372.90
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	77.62
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1021 PHONE & INTERNET SERVICE	10-04-21	10-04-21	131.48
Account Total					209.10
01-1635-7340	000112 NUTECH PEST SERVICES	10311 PEST CONTROL	10-13-21	10-13-21	47.46
01-1635-7340	003136 NAPA GLENCOE	130-488010 RAGS	10-26-21	10-26-21	67.66
01-1635-7340	000132 A-1 SECURITY SYSTEMS	154263 SECURITY SYSTEM MONITORING	10-26-21	10-26-21	595.96
01-1635-7340	000132 A-1 SECURITY SYSTEMS	154264 SECURITY SYSTEM MONITORING	10-26-21	10-26-21	541.72

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Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	463506 BATTERY, PAINT BRUSHES	10-13-21	10-13-21	83.59
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	553246 CLEANERS	10-13-21	10-13-21	183.47
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	6781 PAINT	10-13-21	10-13-21	476.81
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	7475 DUMPSTER	10-13-21	10-13-21	226.00
01-1635-7340	000362 STATE CHEMICAL LTD	902170296 CHEMICALS	10-13-21	10-13-21	1,144.69
Account Total					3,367.36
01-1635-7372	002214 GERBER ELECTRIC LTD	00025534 PROPANE	10-26-21	10-26-21	30.00
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1227365 LABOUR COMPRESSOR	10-13-21	10-13-21	456.75
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1230971 COMPRESSOR OVERHAUL	10-13-21	10-13-21	5,680.88
01-1635-7372	000074 MACKENZIE OIL LIMITED	811399 MARKED FUEL	10-13-21	10-13-21	137.38
01-1635-7372	000347 RESURFICE CORP	93520 OLYMPIA PARTS	10-26-21	10-26-21	397.70
01-1635-7372	002678 MUSICAL STRINGS'N'THINGS LTD.	B210925-01 REPAIR POWER SUPPLY	10-13-21	10-13-21	237.30
Account Total					6,940.01
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	9319510 POP	10-26-21	10-26-21	283.74
01-1635-7383	002841 KERN WATER SYSTEMS INC.	141125 ICE	10-13-21	10-13-21	80.00
Department Total					12,954.32
<b>CONCESSION / BOOTH &amp; VENDING</b>					
01-1637-7382	000082 THE PEPSI BOTTLING GROUP (CANADA)	8891559 POP	10-26-21	10-26-21	1,391.96
Department Total					1,391.96
<b>INWOOD COMMUNITY CENTER</b>					
01-1639-7306	000044 TOWNSHIP OF ENNISKILLEN	930050000.00-1021 WATER	10-13-21	10-13-21	241.02
Department Total					241.02
<b>INWOOD LIBRARY</b>					
01-1642-7306	000044 TOWNSHIP OF ENNISKILLEN	930056000.00-1021 WATER	10-13-21	10-13-21	45.50

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Invoice Entry Date 10-01-21 to 10-31-21 Paid Invoices Cheque Date 10-01-21 to 10-31-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Department Total					45.50
<b>PLANNING &amp; ZONING</b>					
01-1810-7101	002996 NANCY FAFLAK	OCT2021 COA	10-13-21	10-13-21	50.00
01-1810-7101	003114 CHRISTA SAWYER	OCT2021 COA	10-13-21	10-13-21	50.00
01-1810-7101	003202 DOUG SMITH	OCT2021 COA	10-13-21	10-13-21	50.00
Account Total					150.00
Department Total					150.00
<b>AGRICULTURE &amp; REFORESTATION</b>					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	184.21 DRAINAGE SUPERINTENDENT	10-13-21	10-13-21	3,622.78
Department Total					3,622.78
<b>BROOKE FIRE - ALVINSTON STATION</b>					
20-0411-8040	000101 B.M. ROSS AND ASSOCIATES LIMITED	21278 ENGINEER	10-26-21	10-26-21	2,250.85
20-0411-8050	000131 BEARCOM CANADA CORP	5276210 RADIO UPGRADE	10-27-21	10-27-21	11,865.00
20-0411-8050	000131 BEARCOM CANADA CORP	5276829 RADIO UPGRADE	10-27-21	10-27-21	-2,203.50
Account Total					9,661.50
Department Total					11,912.35
<b>SHILOH LINE RECONSTRUCTION</b>					
20-0512-7301	003379 BLACK CREEK ENGINEERING INC.	080-2021 ENGINEER	10-13-21	10-13-21	6,532.30
20-0512-7301	003071 COPE CONSTRUCTION AND CONTRACTING II	2017-4 SHILOH LINE	10-13-21	10-13-21	965,687.10
20-0512-7301	003316 WOOD ENVIRONMENTAL & INFRASTRUCTURE	GS1001041 COMPACTION TEST	10-13-21	10-13-21	1,715.16
Account Total					973,934.56
Department Total					973,934.56
<b>REHABILITATE ROADS</b>					
20-0514-7301	000115 LLOYD'S PAVING (WYOMING) LIMITED	895-8817 TAR AND CHIP	10-13-21	10-13-21	182,839.65
Department Total					182,839.65
<b>SIDEWALKS</b>					

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20-0552-7301	000150 MELLIS CONSTRUCTION LTD	498675 SIDEWALK	10-13-21	10-13-21	15,791.98
Department Total					15,791.98
<b>COMMUNITY CENTRE</b>					
20-1635-8015	000173 J.D. RENOVATIONS / JASON DENKERS	09-27-21 INSULATE AND DRYWALL	10-15-21	10-15-21	7,565.99
Department Total					7,565.99
<b>INWOOD RECREATION</b>					
20-1639-7405	000101 B.M. ROSS AND ASSOCIATES LIMITED	21278 ENGINEER	10-26-21	10-26-21	2,250.84
Department Total					2,250.84
<b>MUNICIPAL DRAINS - MAINTENANCE</b>					
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	654 4-5 CONCESSION DRAIN	10-04-21	10-04-21	9,420.36
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	658 WHITE DRAIN	10-07-21	10-07-21	8,463.70
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	661 MACDOUGALL DRAIN	10-14-21	10-14-21	18,932.88
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	663 ZIMMERMAN \$ ROSS DRAINS	10-14-21	10-14-21	35.75
Account Total					36,852.69
Department Total					36,852.69
Total Paid Invoices					1,425,707.03
Total Unpaid Invoices					13,114.54
Total Invoices					1,438,821.57

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### Department Summary

01-0000	ASSETS & LIABILITIES	39,409.24
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	1,217.00
01-0241	COUNCIL SUPPORT	1,092.95
01-0250	CORPORATE MANAGEMENT	5,777.45
01-0411	FIRE STATION - ALVINSTON	9,635.72
01-0420	POLICE	33,241.75
01-0440	PROTECTIVE INSPECTION & CONTROL	4,644.86
01-0450	EMERGENCY MEASURES	63.43
01-0501	RP - PATCHING COLD/HOT MIX	32,445.52
01-0516	RUP - GRAVEL PATCH	1,994.99
01-0551	RT&M - INTERSECTION LIGHTING	19.98
01-0553	RT&M - CATCH BASINS	1,755.31
01-0554	RT&M - DRAINAGE	5,006.85
01-0560	OVERHEAD	7,389.44
01-0604	18 WESTERN STAR	69.13
01-0610	97 CAT GRADER	9.12
01-0620	17 FORD 4X4 Diesel	362.38
01-0621	21 Dodge RAM 4 x 4 pickup	307.98
01-0622	19 FORD 4x4 PICKUP	308.52
01-0623	WATER TANK & TRAILER	84.91
01-0631	CAT BACKHOE	10.15
01-0633	KUBOTA TRACTOR	137.38
01-0752	STREET LIGHTING - INWOOD	548.74
01-0810	SANITARY SEWER SYSTEM	10,008.65
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	8,173.47
01-0840	WASTE COLLECTION	6,232.80
01-0860	RECYCLING	19,695.45
01-1635	ALVINSTON COMMUNITY CENTRE	12,954.32
01-1637	CONCESSION / BOOTH & VENDING	1,391.96
01-1639	INWOOD COMMUNITY CENTER	241.02
01-1642	INWOOD LIBRARY	45.50
01-1810	PLANNING & ZONING	150.00
01-1840	AGRICULTURE & REFORESTATION	3,622.78
20-0411	BROOKE FIRE - ALVINSTON STATION	11,912.35
20-0512	SHILOH LINE RECONSTRUCTION	973,934.56
20-0514	REHABILITATE ROADS	182,839.65
20-0552	SIDEWALKS	15,791.98
20-1635	COMMUNITY CENTRE	7,565.99
20-1639	INWOOD RECREATION	2,250.84
20-2900	MUNICIPAL DRAINS - MAINTENANCE	36,852.69

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	Number	Name	Item Description	Date	Date	
				Report Total		1,438,821.57



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Proposed River Street Trail to Cemetery  
**Meeting:** Council - 10 Nov 2021  
**Department:** Parks and Recreation  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**That the attached report be provided for information and Council determine if it should move to budget deliberations**

### Background:

At the Oct. 28, 2021 regular session of Council, a letter was received inquiring about a walking path from Alvinston to the Alvinston Cemetery.

Staff were directed to bring a report to Council with cost estimates and feasibility of a path.

### Comments:

The Sidewalk on the west side of River Street ends at the former Catholic church. Houses south of the former church are close to the roadway and may infringe on the home owners property if a walking path were placed there.

The sidewalk on the east side of River Street ends at 3138 River Street. In this area, the houses are set further from the road however there is a stretch of evergreens and hydro poles that could impact placement of a walking path.

Starting a new path separate from the current sidewalks at the location of the former Slovak Hall would be another option to consider. A portion of that stretch of roadway in the area is municipally owned and the portions that are not, are treed in the property owners yards. Two private properties on the corner of River and Courtright would be affected. Should Council pursue a walking path, an offer to purchase land from the property owner or entering into easement agreements with the property owner would be required.

### Financial Considerations:

The distance would be approximately 1.7 km. The estimated cost for the asphalt path only would be \$226,900. Other considerations would be around easements / purchases of property.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Property Lines - 3236 River Street  
**Meeting:** Council - 10 Nov 2021  
**Department:** Public Works  
**Staff Contact:** Randy Hills, Public Works Manager

### Recommendation:

**That staff be directed to adjust the AC units so not to be on the adjacent property owner's lot.**

### Background:

At the Oct. 14th meeting of Council, a request from the property owner of 3238 River Street was forwarded to Council. He was hoping to place a fence on his property. The letter and sketch are once again attached for reference.

### Comments:

To install a fence, the fence must be located on the property owner's property unless an agreement is made with the neighbouring property owner.

Being the property (3238 River Street, former BMO Building) is zoned Central Commercial. The items stored on a lot must be related to a permitted use being carried out on the property. Therefore, any items being stored on the subject property must be related to the antique store.

Section 3.17 a) of the Zoning By-law requires open storage on lots that are zoned "Commercial" to be located at least 3 metres from the side or rear lot lines. The property owned by Mr. Miller has very small side and rear yards. Therefore, there is very limited room for the storage of items on the property. The information on the storage of items was also relayed to Mr. Miller.

We requested a local surveyor to obtain any reference plans or surveys on the municipal office property. A proper survey was not received however measurements were taken. The municipal AC units are approximately 6" on the neighbouring property.

### Financial Considerations:

None associated with this report.

### ATTACHMENTS:

[fence](#)  
[Map](#)



Jay Miller  
 Miller House  
 3238 River St.  
 Alvinston, Ontario N0N 1A0

October 7, 2021

Brooke-Alvinston Township  
 3236 River St.  
 Alvinston, Ontario N0N 1A0

Janet Denkers:

I am writing this letter in the hopes of being able to discuss and resolve an issue related to the placement of the Brooke-Alvinston municipal office's central air-conditioning units. I recently decided to build a fence on the municipal office side of my building at 3238 River St. and discovered that the air-conditioning units being utilized by the municipality breach my property line thereby preventing me from maximizing the use of my space and delaying my plans of having a fence completed by mid-October, possibly until Spring 2022. This delay has caused and will continue to cause me to incur offsite storage rental costs until such a time that the desired enclosure has been completed.

The obvious resolution would be to request that the municipality re-locate the a/c units which may not be a simple or inexpensive undertaking. Another resolution may be constructing a fence from building to building which Rob Nesbitt confirmed to me would not be in violation of any by-laws or regulations. Those are the only options that I am able to see but prefer to look at any ideas or suggestions that can be brought forth so that together we can determine the best course of action to take. Please add this as an agenda item to the next council meeting so that this issue can be discussed further and a decision made.

Many thanks,

Jay Miller  
 Miller House

RIVER ST.

RECEIVED 7.6.

OCT 13 2021

FORKER

PROPERTY LINE

3238 RIVER ST.

MUNICIPAL  
OFFICE

A/C

A/C

A/C

M/C

PROPERTY LINE



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

November 5, 2021

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

**Re: Zavitz Campbell Drain Maintenance**

Three (3) sealed tenders for the Zavitz Campbell Drain Maintenance were received and opened on November 4, 2021 at the Municipality of Brooke-Alvinston Municipal Office.

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

- GM Construction \$26,658.40
- JLH Excavating \$28,143.50
- Bruce Poland and Sons \$33,858.64

Based on this review, the bid from **GM Construction** in the amount of **\$26,658.40** is the lowest price tendered and meets all of the requirements stipulated in tender documents. Therefore, I recommend that the tender be awarded to GM Construction on the Zavitz Campbell Drain.

Regards,

A handwritten signature in black ink, appearing to read 'D. Moores'.

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



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



I hereby give notice that the M<sup>C</sup>NEIL DOUGLAS Drain is out of repair and request that:

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

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

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

Section 78, (with an Engineer's Report)

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

The following work is required:

DRAIN IS PLUGGED AT LINE FENCE.

Property Description: Lot E/2 8 Concession 8 Roll Number \_\_\_\_\_

911 address 2275 ROKEBY LINE

Dated at the Municipality of Brooke-Alvinston this 29 day of OCT, 20 10

ARCTIE M<sup>C</sup>EACHERN

Name-please print

Name-please print

Archie M. Eackern

Signature

Signature

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

Home

Cell

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

Additional Comments if any:

E-MAILED