



AGENDA

Council Meeting

4:00 PM - Thursday, December 9, 2021
Municipal Office

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
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[Tenders for Firehall and Inwood Canteen Improvements - Pdf](#)

- 7.6. **Clerk-Administrator's Report:** Proposal for Shared Contribution to the cost of the Capital & Operation of the BAICCC 90 - 91
[Proposal for Shared Contribution to the cost of the Capital & Operation of the BAICCC - Pdf](#)
- 7.7. **Treasurer's Report:** Accounts Payable Listing - November 2021 92 - 111
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9. NEW BUSINESS

- 9.1. **Public Works Manager:** Verbal Update on Engineering RFP - Brooke-Alvinston-Inwood Community Centre Complex

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, November 25, 2021
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, November 25, 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, and Councillor Wayne Deans

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

Regrets: Councillor Jamie Armstrong

1 CALL TO ORDER

The meeting was called to order at 4 p.m..

2 DISCLOSURE OF PECUNIARY INTEREST

3 MINUTES

- a) Regular Council Meeting Minutes of November 10, 2021

RESOLUTION-2021-347

Deputy Mayor Frank Nemcek made a motion that the November 10, 2021 minutes be approved as presented without any errors or omissions. Councillor Wayne Deans seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

- a) General Correspondence including the SCRCA budget
- b) Correspondence Requiring Action

RESOLUTION-2021-349

Deputy Mayor Frank Nemcek made a motion that \$50 be listed in the 2022 to the *Nobody Stands Alone* Campaign. Councillor Wayne Deans seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Requests from the Alvinston Optimist Club

Councillor Nemcek declared a Conflict of Interest as he is on the parade committee and did not participate in the discussion.

RESOLUTION-2021-350

Councillor Wayne Deans made a motion that the request for \$500 to support the Alvinston Optimist Parade be received and filed and that the Municipality continue to offer support as outlined in the report. Councillor Jeannette Douglas seconded the motion.

Carried

- b) Requests From the Optimist Club - ATV Vehicles on the roadway / Fireworks**

RESOLUTION-2021-351

Councillor Wayne Deans made a motion that the Alvinston Optimist Club be allowed to use an off road vehicle(s) on the residential roadways (in town) on December 11, 2021 for coordination of parade activities provided the driver(s) is fully licensed, helmet is worn, seatbelt is worn and proper lighting is equipped on the ATV; and that the Optimist Club be exempt from By-law 28 of 2008 (fireworks) and that they be allowed to set off fireworks in December. Councillor Jeannette Douglas seconded the motion.

Carried

- c) Clerk Administrator's Report: Proposed Trail - BAICCC grounds**

RESOLUTION-2021-352

Deputy Mayor Frank Nemcek made a motion that Council consider during the 2022 deliberations, the consideration of a trail in the Municipality. Councillor Jeannette Douglas seconded the motion.

Carried

- d) Clerk Administrator's Report: Proposed 2022 Council Meeting Dates**

RESOLUTION-2021-353

Councillor Wayne Deans made a motion That Council adopts the 2022 Council Meeting calendar as presented. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) Clerk Administrator's Report: Committee of Adjustment Vacancy**

RESOLUTION-2021-354

Councillor Jeannette Douglas made a motion that an advertisement be prepared requesting applicants to fill the vacant position on the Committee of Adjustment effective February 2022 with a closing date of January 7, 2022; and that the Clerk Administrator and two members of the County of Lambton Planning Department interview the qualified candidates; and that a recommendation for a new member be discussed at the January 13, 2022 regular session of Council. Councillor Wayne Deans seconded the motion.

Carried

- f) Fire Chief's Report: Monthly Report**

RESOLUTION-2021-355

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

Carried

8 BY-LAWS

9 NEW BUSINESS

- a) Brooke Central School - 60 years**

Mayor Ferguson noted that Brooke Central School has officially marked 60 years in Brooke-Alvinston this month.

b) 2022 Platinum Jubilee Community Projects

The Clerk Administrator provided a verbal report on the recent announcement of the funding announcement to commemorate the Queen's 70 year reign.

RESOLUTION-2021-356

Councillor Wayne Deans made a motion That the Municipality make application under the 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II for upgrades to the Cenotaph. Deputy Mayor Frank Nemcek seconded the motion.

Carried

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

a) Confirming By-law

RESOLUTION-2021-357

Councillor Wayne Deans made a motion that Confirming By-law 51 of 2021 be read a first, second and third time and finally passed this 25th day of November, 2021 Deputy Mayor Frank Nemcek seconded the motion.

Carried

13 ADJOURNMENT

Councillor Nemcek made a motion to adjourn the meeting at 4:20 p.m..

Clerk-Administrator

Mayor



Planning & Development Services Department

789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801

Toll-free: 1-866-324-6912

Fax: 519-845-3817

November 18, 2021

Members of Council of the Municipality of Brooke-Alvinston
3236 River St, Box 28
Alvinston, ON N0N 1A0

Attention: Janet Denkers, Clerk

Dear Madame:

Re: Application for Zoning By-law Amendment
Jim and Beth Lucan
Concession 4, Part Lot 10
7183 Courtright Line
Municipality of Brooke-Alvinston

Background

The applicants are requesting a change of the zoning on lands described as Concession 4, Part Lot 10, in the Municipality of Brooke-Alvinston and municipally known as 7183 Courtright Line. The zoning would change from "Agriculture 1 (A1)" to "No-Dwelling Agricultural (ND-A)", which would prohibit the construction of residential dwellings in perpetuity on the farm lot.

The applicants obtained approval from the Municipality of Brooke-Alvinston Committee of Adjustment to sever a residential parcel containing an existing house from the subject property (Application B-09/21). The applicants are required to obtain this zoning by-law amendment to satisfy a condition of approval imposed on the consent granted by the Committee of Adjustment.

The severed parcel would have a frontage of approximately 91.4 metres (300 feet), a depth of 91.4 metres (300 feet), and an area of approximately 1.01 hectare (2.5 acres). The retained farm parcel will be 38 hectares (94 acres) in size.

Comments

The property is designated "Rural Area" in the Municipality's Official Plan and zoned "Agricultural 1 (A1)" in the corresponding Zoning By-law. Both the Rural Area policies of the Official Plan and the Provincial Policy Statement permit the creation of a new

residential lot to dispose of a dwelling made surplus through farm consolidation. However, as a condition, no new dwelling may be permitted on the remnant farm parcel. Rezoning the retained farm so a new dwelling cannot be located on it will allow this condition to be enforced.

The recommended zone for the retained farm lot is the “No-Dwelling Agriculture (ND-A)” Zone – a zone that has been used for previous surplus dwelling severances. The provisions and permitted uses of this zone are exactly the same as those of the existing “A1” Zone, except that a dwelling is prohibited.

The new residential lot created by the approval of Application B-09/21 would remain in the “Agriculture (A1)” Zone, since the requirement to prohibit a house only applies to the retained farm parcel.

Recommendation

Our Department has no objection to Council passing the zoning by-law amendment, as drafted, in order to fulfill the condition of consent imposed by the Committee of Adjustment.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Nesbitt", is centered below the text "Sincerely,".

Rob Nesbitt, MCIP RPP
Senior Planner

8189 Lasalle Line, Watford, Ontario N0M 2S0

Nov. 21, 2021

BROOKE-ALVINSTON

DEC 01 2021

RECEIVED

To: The Clerk of Brooke Alvinston, The Mayor, The Council

Re: gravel section of Lasalle Line, East of Nauvoo Road, Twp of Brooke

Due to the high levels of dust and reduced visibility on Lasalle Line, Dave Ferguson advised that two applications of dust inhibitor could be applied during the summer months instead of the current one.

We would appreciate your consideration on this matter. I believe council has also received numerous concerns about this matter from other residents on the road.

Regards,

Jim McLean



Linda McLean



Chris McLean

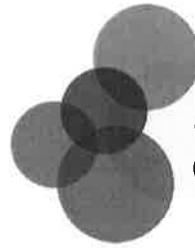


Lindsay McLean





**Lambton
Public Health**



**Sarnia-Lambton
ONTARIO HEALTH TEAM**

NEWS RELEASE

For Immediate Release

LPH Opens COVID-19 Vaccine Registration for Children in Lambton County

Monday, November 22, 2021

Point Edward, ON – Lambton Public Health (LPH), working in partnership with the Sarnia Lambton Ontario Health Team (SL-OHT), and local health-care providers will open registration for vaccinations to children aged 5 to 11 years old on Tuesday, November 23. This follows approval from Health Canada and recommendations from the Government of Ontario.

A variety of family friendly community clinics, school-based clinics, primary care providers and pharmacies will offer the vaccine to eligible children in Lambton County. To view a list of the local COVID-19 vaccine options for this age group and to book your child's vaccination appointment, visit the LPH [youth vaccination webpage](#) which also features extensive FAQ and resource sections.

Dr. Sudit Ranade, Medical Officer of Health for the County of Lambton states: "It is important all eligible children are vaccinated against COVID-19. There are many reasons for this. To protect children against any long-term health effects or complications from contracting the virus, to reduce community spread, and to protect those around them who may be at a higher risk for serious illness."

While children in this age group may book into available spots in some of the regular COVID-19 clinics, we have added locations that are more family-friendly. Lambton College has generously made their Event Centre available to offer a space that provides more room for families. LPH is also planning school-based clinics in December that will offer appointments after school hours.

Recognizing that many parents have expressed they would like to have younger children vaccinated in a primary care office, Rapids Family Health Team is partnering with LPH and the SL-OHT to offer vaccinations at their Pontiac Drive clinic. The Rapids Family Health Team clinics will be open to all rostered patients (or patient's children) ages 5 to 11.

"Health system partners, including primary care, are working together to support all facets of health-care delivery. In this case, supporting vaccination efforts is fundamental to the philosophy of the Ontario Health Team model," said Steve Pancino, Executive Lead of the Sarnia Lambton OHT.

LPH encourages anyone with questions or concerns about children and the COVID-19 vaccine to gather their information from reputable sources like their health-care provider, the [LPH website](#), [SickKids vaccine consultation line](#) or [Canadian Pediatric Society](#).

...More

“The COVID-19 vaccine for children ages 5-11 has been tested rigorously, is safe, and is being used around the world,” says Bluewater Health Chief of Pediatrics, Dr. Tom Lacroix. “I strongly encourage all eligible children to get vaccinated against COVID-19. The vast majority of side effects from the vaccine are mild, but most children don’t have any side effects at all. When considering long-term risks, a pediatric COVID-19 infection is a much more serious concern.”

Dates and times of upcoming clinics (appointments are required for all 5 to 11 year olds):

- **Point Edward Optimist Hall**
 - November 27
- **Family Friendly clinics at the Lambton College Event Centre**
 - November 30, December 4, 7, 11, 14, 20
- **Primary care clinics at Rapids Family Health Team (Pontiac Drive clinic)**
 - December 4, 11, 18, 28, 29, 30
- **School-based Clinics**
 - Lambton Central Collegiate & Vocational Institute, Petrolia: December 8
 - St. Patrick’s Catholic High School, Sarnia: December 9
- **Rural Clinics**
 - The Shores Recreation Centre, Forest: December 1, 8, 15
 - Wyoming Fairgrounds Building: December 2, 9, 16

Note: These dates are contingent on the delivery of youth vaccines to LPH.

For further details go to [GetTheVaccine.ca](https://getthevaccine.ca). For the latest updates and information follow Lambton Public Health’s social channels on [Facebook](#), [Instagram](#) and [Twitter](#).

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LPH Contact:

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

OHT Contact:

joosterman@bluewaterhealth.ca

(519) 328-3136



Office of the Chief Administrative Officer
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NEWS RELEASE

For Immediate Release

Council Highlights

Wednesday, November 24, 2021

Wyoming, ON – Lambton County Council held their regular meeting via videoconference on Wednesday, November 24, 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.
- Endorsed a resolution from Huron County requesting the Province of Ontario and Government of Canada acknowledge homelessness as a Provincial and National crisis and provide financial support for housing and homelessness programs and mental health and addiction services.
- Directed staff to sell the County's full shareholdings portfolio held with Bioindustrial Innovation Canada and deposit revenue from the sale into an internal Economic Development Reserve Fund.
- Agreed to delay a return to in-person meetings until the April 6, 2022 Council Meeting to align with the scheduled lifting of some Provincial public health measures. This decision will be reevaluated if there is a change in the Province's Reopening Plan, or the Warden and/or Council decides that meetings should be held electronically due to health, safety and/or public transparency considerations.
- Requested staff solicit public input through an online survey regarding the County's housing and homelessness efforts, with the information gathered to be discussed at the February 2, 2022 Council meeting.

Council will next meet in Open Session at 9:30 a.m. on Wednesday, February 2, 2022.

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Please contact:

Lisa Leggate

Communications & Marketing Coordinator
County of Lambton
519-845-0809 ext. 5214
lisa.leggate@county-lambton.on.ca



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

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

NEWS RELEASE

For Immediate Release

Camlachie Library reopens following parking lot upgrades

Tuesday, November 30, 2021

Wyoming, ON – The Camlachie Library will reopen Thursday, December 2, 2021 after closing at the end of October to accommodate parking lot upgrades.

The upgrades completed by the Town of Plympton-Wyoming created an accessible parking area and accessible walkways leading up to the building that hosts the Camlachie Library and the Plympton-Wyoming Museum.

The Library will reopen for curbside pickup service, scheduled appointments and in-person browsing as capacity limits allow. The drop box for returned materials will also reopen.

The hours of operation for the Camlachie Library are Monday and Saturday from 10:00 a.m. – 2:00 p.m. and Wednesday and Thursday from 4:00 – 8:00 p.m.

For more information on locations, services and hours of operation visit lclibrary.ca.

-30-

Please contact:

Darlene Coke
Manager, Library Services
County of Lambton
519-383-2101
darlene.coke@county-lambton.on.ca



Cultural Services Division
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3872

NEWS RELEASE

For Immediate Release

Lambton's Creative County Committee Awards 2022 Funding

Thursday, December 2, 2021

Wyoming, ON - Lambton's Creative County Grant Program has approved 21 projects for the 2022 program year, representing an investment of \$101,965 in funding. Eight of the approved projects are Indigenous-led or in partnership with neighbouring Indigenous communities.

The Creative County Committee adjusted its application criteria for the 2022 grant period to consider applications for minor capital purchases, due to ongoing public health restrictions preventing many cultural events and programs from taking place. The Committee also encouraged projects led by or in partnership with Indigenous communities that foster Indigenous heritage and culture, or support local organizations with the implementation of the Calls to Action outlined in the Truth and Reconciliation Commission's report.

At a recent meeting, the Creative County Committee approved the following grant applications:

- \$1,000 to Kevin Vansteenkiste towards the *Whereabouts* educational video series.
- \$4,000 to the Lambton Fairs Association for their *Barn Quilt Project*.
- \$2,800 to the Lambton County Plowmen's Association for their *Telling Our History* project.
- \$2,500 to Hillside School and KSPFN Education Services in support of two murals to be installed in their community centre.
- \$5,000 to the Chippewas of Kettle and Stony Point First Nation towards the creation of the *Golden Eagles Seniors Healing Garden and Teaching Circle*.
- \$12,125 in support of the *Anishinaabe Thunderbird Sundance*.
- \$8,845 to the Aamjiwnaang Early Learning Centre for their *Anishinaabe Indigenous Food Sovereignty Initiative*.
- \$5,000 to Monica Virtue towards the *Ipperwash Archive* project.

...More

- \$2,500 to Anika Altman in support of *Reflections: Art in Bkejwanong Territory* program and exhibition.
- \$1,050 to Sam Shuqair towards the production of *Quick and Easy Cookbook: A Recipe and a Poem*.
- \$5,000 to the Sarnia Kinsmen Club for their *Spring into Summer Arts & Craft Show*.
- \$5,000 to the City of Sarnia and its UNDRIP Committee towards the installation of a commemorative reconciliation crosswalk.
- \$2,995 to Taryn Henry, Anne Stoesser and the Lawrence House for the interactive art experience *A Day at a Time*.
- \$6,500 to the Town of Plympton-Wyoming for the development and installation of a historic plaque honouring the site of the former Maundaumin Library.
- \$1,400 to the Kiwanis Club of Forest in support of the *Learning and Healing Together* event.
- \$750 to the Bluewater Lambton Ukulele Ensemble towards sound equipment to support ukulele group performances.
- \$5,000 to the Grand Bend Art Centre for the interactive mural event *May We Come Together*.
- \$2,500 to the Lambton Young Theatre Players, in support of the *LYTP Collective Creation* program.
- \$15,000 to Sherri DeWolf towards the *Mermaids & Mariners on the St. Clair* event.
- \$10,000 to the Corunna Volunteer Firefighters Association for the *1925 LaFrance Fire Truck Restoration Project*.
- \$3,000 to Liana Russwurm towards the *Alvinston, Stories from the Church* weekly publication.

It is estimated that this funding will leverage a total of \$515,820 in local cultural investment by applicant organizations and their respective partners in 2022, based on the total estimated project costs submitted by applicants.

...More

The Creative County Grant Program was launched in 2013 to support innovative projects that build cultural capacity, strengthen the creative community, define the County's unique identity and enrich the quality of life of all residents. The program provides up to 50% of total project costs for new arts, culture and heritage initiatives across the County.

The next application intake is scheduled for the fall of 2022, and will support initiatives taking place during the year 2023. For more information about Lambton's Creative County Grant Program, visit lambtononline.ca/creativecounty.

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Please contact:

Brian White

Lambton County Councillor / Creative County Committee Chair
519-464-2585
brian.white@county-lambton.on.ca

Andrew Meyer

General Manager, Cultural Services Division
County of Lambton
519-845-0809 ext. 5236
andrew.meyer@county-lambton.on.ca

FOR IMMEDIATE RELEASE
December 2, 2021



Tourism Sarnia-Lambton Releases "Twelve Days of Christmas Giveaways" and Sarnia-Lambton Holiday Shopping Spotlight Video Series

LAMBTON COUNTY - Tourism Sarnia-Lambton is kicking off the holiday season with two new programs supporting our tourism industry business partners. Starting December 1st until December 24th, Tourism Sarnia-Lambton is promoting a 'Twelve Days of Christmas' social media campaign. Everyone is encouraged to follow, share and interact with Tourism Sarnia-Lambton / Ontario's Blue Coasts Twelve Day Christmas social media posts for a chance to win the featured prize packages. Each prize giveaway will be open to entries for two days, and followers will be able to win specially curated prizes that highlight Sarnia-Lambton tourism businesses. Prizes will range from specialty goods, dinner packages, event tickets, day-tours, weekend getaway packages and more. Entries will be accepted on both Facebook and Instagram platforms following the entry rules.

Tourism Sarnia-Lambton, along with support from the Sarnia-Lambton Chamber of Commerce, is also promoting unique and festive locations to visit, shop and experience during the holiday season with the 'Sarnia-Lambton Holiday Shopping Spotlight' video series. The program highlights many amazing tourism businesses in Lambton County, encouraging residents and those in neighbouring regions to get out and explore Lambton County, while supporting our tourism businesses this holiday season. From places to shop, dine, and stay, Sarnia-Lambton has so much to offer -- especially during the holiday season -- and this program helps make it easy for anyone to plan staycations, day-trips or find something unique to share with friends and family. The video series will be posted on our Tourism Sarnia-Lambton / Ontario's Blue Coast social media channels throughout the holiday season.

"These programs are excellent ways to showcase our industry partners and spark the interest of visitors and residents to explore our tourism businesses and attractions within Lambton County", explained Mark Perrin, Executive Director of Tourism Sarnia-Lambton. "The programs along with the continued success of the Tourism Sarnia-Lambton gift certificate program are perfect for the holiday season and complement our ongoing media and marketing campaigns, attracting visitors to Lambton County to discover and experience our spectacular region."

The holiday season is a great time of the year to treat yourself, a friend, or a loved one to a new experience, a night on the town or a weekend of relaxation in Sarnia-Lambton. With over 300 tourism stakeholders in Sarnia-Lambton, Tourism Sarnia-Lambton can help make sure everyone on your holiday shopping list receives the perfect gift, while supporting our local economy and promoting all of the great assets our County has to offer.

On behalf of Tourism Sarnia-Lambton, Happy Holidays!

Tourism Sarnia-Lambton is the destination marketing organization for Lambton County. Through their non-profit efforts they work to attract visitors to our region, while promoting all tourism aspects and businesses in Sarnia-Lambton. To find out more about Tourism Sarnia-Lambton and for more information on these and other upcoming programs from Tourism Sarnia-Lambton, visit www.ontbluecoast.com or follow us on social media:

Facebook: @tourismsarnialambton

Instagram @ontariosbluecoast



**ONTARIO'S
BLUE COAST**
LAMBTON COUNTY



**Discoveries
That Matter**



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**Homelessness Prevention & Children's Services
Department**
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Toll-free: 1-800-387-2882
Fax: 519-344-2025

NEWS RELEASE

For Immediate Release

Housing & Homelessness Community Input Survey

Friday, December 3, 2021

Sarnia, ON – The Homelessness Prevention & Children's Services Department is launching a community input survey to gather feedback on recent and impending efforts to strengthen housing outcomes and reduce chronic homelessness across Lambton County.

Participants are encouraged to use this survey as an opportunity to share input on housing and homelessness strategies and actions, and to reflect on the current and potential housing and homelessness challenges facing our community.

"The results from this survey will help us build on the extensive community consultations that took place for our recently updated Housing and Homelessness Plan," said Valerie Colasanti, Social Services Division General Manager. "While the community consultations that helped us develop this plan only took place in 2019, the results from this additional survey will take into account the new realities facing our community due to the COVID-19 pandemic."

As outlined in a recent report to County Council, the COVID-19 pandemic has introduced new, extreme pressures to our housing and homelessness system, disproportionately affecting vulnerable populations.

To participate in the Housing & Homelessness Community Input Survey, visit lambtononline.ca/HHSurvey. The survey will be open until Sunday, December 19, 2021.

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Please contact:

Valerie Colasanti
General Manager, Social Services Division
County of Lambton
519-344-2062 ext. 2016
valerie.colasanti@county-lambton.on.ca

Housing & Homelessness Community Input Survey

The Homelessness Prevention & Children's Services Department is conducting a community input survey to gather feedback on housing and homelessness in the County of Lambton.

Share your input on strategies, actions, and the current and potential challenges facing our community through the Housing & Homelessness Community Input Survey using the link below.

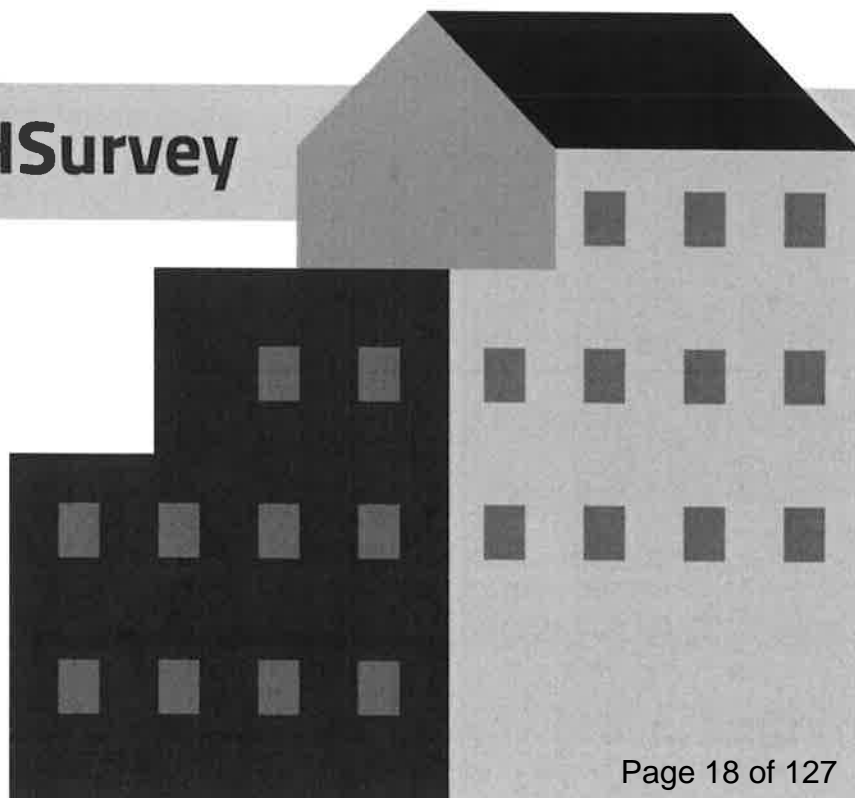
The survey is open until Sunday, December 19, 2021.

lambtononline.ca/HHSurvey



**Homelessness Prevention &
Children's Services Department**

Phone: 519-344-2062 ext. 2201





November 24, 2021



**Save the Date – Municipal Energy Symposium
Co-Hosted by AMO & LAS
March 31st & April 1st, 2022**

The Association of Municipalities of Ontario (AMO) and Local Authority Services (LAS) are pleased to announce the ***Municipal Energy Symposium*** to be held virtually March 31st and April 1st, 2022.

The Symposium provides an important opportunity to examine the key municipal roles and responsibilities in areas such as: energy generation, consumption, and demand in the context of climate change and post-COP26.

Take advantage of the opportunity to explore examples of how municipalities are planning for the future in consideration of energy concerns and climate change and what this means to daily operations.

Save the date in your calendar today! Full program, key topics, and registration information will be available in early 2022.

For more information, contact events@amo.on.ca.



November 25, 2021

In This Issue

- British Columbia floods and extreme weather appeal.
- Invitation to submit EOI for the acquisition/lease of land in Ontario.
- ROMA 2022: Submit your questions for the Provincial Ministers' Forums.
- New dates added for AMO's Navigating Conflict for Elected Officials training.
- ClearRisk webinar: Risk Management Information System.
- Road assessment in an amalgamated municipality.
- Final Canoe webinar for the year - RothIAMS.
- Opportunities for municipalities to explore innovation with Mitacs.
- Long-term care governance and leadership training.
- Careers: AMO, Amherstburg, Fort Erie, Durham, Kitchener, Halton and Simcoe.

AMO Matters

Municipalities in Ontario wishing to assist communities in BC, affected by recent flooding, can provide support through the [Canadian Red Cross](#).

Provincial Matters

CBRE Limited, on behalf of Infrastructure Ontario (IO), is inviting interested parties to propose land sites across Ontario to set up a science complex with laboratory, ancillary office space, storage, and fleet/equipment management facilities. More details [here](#).

Eye on Events

This year's ROMA Conference again features 2 Ministers' Forums. If you are a municipally elected official and registered for the event, [submit your questions](#) for one of the two Ministers' Forums. The deadline to submit is January 14, 2022.

AMO's in demand training on skills for elected officials to navigate conflict relations is available for two more sessions in 2022. [Sign up](#) for the February 9 - 10 or April 6 - 7 sessions. Limited seats available.

On December 2, join AMO and [ClearRisk](#) to learn about the latest competitive offering. ClearRisk is offering AMO members an accessible, comprehensive, risk management information system to streamline the analysis of claims, incidents, and exposures. Coupled with robust reporting functionality, the platform helps municipalities reduce TCOR while enhancing local risk management programs. [Register today](#).

LAS

The City of Temiskaming Shores recently amalgamated. How did the municipality of 11,000 find a cost-effective method to assess and repair its 114 km road infrastructure for citizens and visitors? Read more in our [latest blog](#).

Canoe's final webinar for the year showcases RothIAMS on December 8 @ 11 am. RothIAMS provides facility assessment and professional services under the [Canoe Procurement Group](#). Join us to hear real-world examples of how Asset Management, Capital Renewal, or Maintenance Plans can improve your municipal buildings. [Register here](#).

Municipal Wire*

[Mitacs](#) is a not-for-profit organization, funded by federal and provincial governments to foster innovation in Canada. [Municipalities](#) can now access matching funds to address local priorities through their internship programs.

AdvantAge Ontario, the association representing municipal and non-profit long-term care homes, is offering a [three-part webinar series](#) designed for long-term care board and committee of management members.

Careers

[Membership Services Advisor - AMO](#). AMO is one of Ontario's most influential policy organizations. AMO is looking for a progressive individual to join its Membership Services team. Your job will be to play a key role in supporting Ontario's elected municipal officials in their complex leadership roles by being ahead of the curve on emerging trends and issues that impact decision making and building sustainable, inclusive communities. If you have the experience and interest in leading Ontario's municipalities into the future, apply for the Membership Services Advisor role today.

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process through research, analysis, report writing, project planning and coordination. The Intern will help identify issues of importance to municipal government and help demonstrate impacts of the issues and appropriate responses. Apply in confidence to: careers@amo.on.ca. Deadline: December 17, 2021.

[Chief Administrative Officer - Town of Amherstburg](#). The CAO helps develop the future vision, plans, goals and objectives of the Town and leads the team in the implementation of this vision. The driving force behind a collaborative, consultative leadership model, the CAO will manage change at every level of the organization. Interested candidates apply [online](#).

[Manager, Accounting Services/Deputy Treasurer - Town of Fort Erie](#). This position will cover a parental leave and an additional 18-month contract. In this position, you will lead and manage accounting and financial systems and processes. [Apply online](#) by 12:00 Noon on Sunday, December 5, 2021.



ONLINE TRAINING

November 25, 2021

AMO is Pleased to Support the City of Brampton's Anti-Black Racism Conference for Municipalities: Best Practices & Developing Partnerships 2021

**Social, Cultural and
Economic Empowerment
& Anti-Black Racism Unit**



Anti-Black Racism Conference for Municipalities: Best Practices & Developing Partnerships 2021

Join the City of Brampton's Economic Empowerment and Anti-Black Racism Unit for this year's free virtual conference to address anti-Black racism and economic empowerment for Black Canadians.

This conference will bring together municipalities from across Ontario to listen, share, support and collaborate with one another as we identify and strategize ways to break down barriers for Black Canadians.

Who Should Attend:

- Individuals working in anti-Black racism, diversity and inclusions
- Municipalities and organizations working towards addressing anti-Black racism
- Educational institutions and students specializing in anti-Black racism, diversity and inclusion

Date: Tuesday November 30, 2021

Time: 10:00am to 5:00pm
Location: Online (WebEx)

REGISTER NOW!

Conference Speakers

Patrick Brown
 Mayor,
 City of Brampton

Michele Byrne
 Manager, Equity Office,
 City of Brampton

David Barrick
 Chief Administrative Officer,
 City of Brampton

Steve Anderson
 Deputy Mayor, Shelburne County

Hon. Wanda Thomas
 Senator, Nova Scotia

Parm Gill
 Minister of Citizenship and
 Multiculturalism

Richard Sharpe
 Director, Equity, Anti-Racism,
 Diversity & Inclusion,
 Department of Justice Canada

Nosa Ero-Brown
 Assistant Deputy Minister,
 Ontario Ministry of Citizenship

Donavan Thomas
 Manager of the Supporting
 Black Canadian Communities
 Initiatives

Kerry-Ann Douglas-Powell
 Manager, Organizational
 Transformation,
 Anti-Racism Directorate,
 Ministry of Citizenship &
 Multiculturalism

Dr. Akwatu Khenti
 Member of the Coalition of
 Anti-Black Racism Professionals
 and Trainers

Kirk Mark
 Member of the Coalition of
 Anti-Black Racism Professionals
 and Trainers

Quammie Williams
 Member of the Coalition of
 Anti-Black Racism Professionals
 and Trainers

Chris Alexander
 Member of the Coalition of
 Anti-Black Racism Professionals
 and Trainers

Supa D Meikle
 Member of the Coalition of
 Anti-Black Racism Professionals
 and Trainers

Tiffany Callender
 The Federation of African
 Canadian
 Economics (FACE Coalition)

Ken Jeffers
 Civil and Human Rights
 Advocate

Ken Jeffers
 Civil and Human Rights Advocate

Hon. Zanana Akande
 Former Ontario Provincial
 Minister
 and MPP

Juliet Jackson
 Director, Culture & Inclusion,
 Region of Peel

The Halifax Partnership
 Dolly Williams, Co-Chair
 Irvine Carvery, Co-Chair
 Carolann Wright, Director
 Jenee Jarvis



November 29, 2021

AMO Policy Update – AMO Board Approves Indigenous-Municipal Relationship Agreement Guidance Document for Municipalities

Municipal leaders are being looked to set the tone and be part of the constructive societal change in Indigenous Relations that is needed and expected. A question we have been hearing from members is how municipal governments leaders and staff can support the healing, learning, and restoration needed to strengthen reconciliation with Indigenous friends, neighbours, and communities.

Relationship Agreements can be helpful in building relationships and identifying areas of mutual concern and interest. By going through the process of creating an agreement, municipalities and Indigenous communities can continue (or begin) the process of developing mutual understanding and ongoing conversations. Completing this process will better equip all those involved to engage in meaningful, respectful conversations and solutions when issues do arise.

A guidance document is now available to support AMO members in creating Indigenous-Municipal Relationship Agreements. It was developed by the AMO Indigenous Relations Task Force and recently approved by the AMO Board of Directors. The goal of a relationship agreement is the establishment a long-term relationship of practical cooperation and commitment that is respectful of the Indigenous community. The agreement must also recognize the need for ongoing compatibility, coordination, and understanding between the parties.

Since August 2021, the AMO Board has endorsed three documents to support our members in establishing and strengthening relationships with Indigenous communities. All three documents, including the Indigenous-Municipal Relationship Agreements, can be accessed [here](#).

December 1, 2021

AMO Policy Update – Ontario Broadband Strategy, Excess Soil Regulations (Webinar), *Planning Act* Delegations

Ontario Broadband Strategy

Today the Ministry of Infrastructure announced the next steps in Ontario's nearly \$4 billion plan to connect all Ontario residents to high-speed internet by 2025. Infrastructure Ontario (IO) has posted its Request for Proposal (RFP) document and the next steps for allowing pre-qualified Internet Service Providers (ISPs) to bid on broadband projects. Ontario's plan includes significant provincial funding for internet and cellular connectivity projects as well as measures to expedite deployment of broadband technologies. Better broadband connectivity has consistently been a priority for municipal governments and AMO. The government's strong commitment and substantial funding delivers on this for Ontario residents.

Prequalified ISPs will be able to submit plans through a RFP to IO. Subsequently, the ISPs will also bid on predetermined areas for their projects through a "Reverse Auction" to propose project costs and needed provincial funding to connect designated areas. It is anticipated that projects will begin implementation in Spring 2022.

In addition to this announcement, AMO understands that the Ministry has written to affected municipal councils and staff as well as published Guidelines for municipal governments, LDCs, and ISPs to help set expectations on how they will interact during project construction. AMO understands that the government will also propose future policy changes to expedite broadband projects, potentially including cost assignments where access delays or inaccurate information affect projects. In addition, it is planned that IO will offer a dedicated Technical Assistance Team to help municipalities and project proponents complete projects on time.

Finally, regulations have been filed for comment under the *Ontario Energy Board Act* (OEBA) which will allow ISPs to connect to hydro pole infrastructure as necessary to complete broadband connectivity projects and allow the Ontario Energy Board (OEB) to set a different price for hydro pole access than currently required. This is in response to hydro pole access costs which have frequently been identified as a barrier

to broadband deployment.

The Ministry will be hosting a webinar in early 2022 on the Statement of Intent and the Guideline. AMO will provide details on how to register as information becomes available.

Excess Soil Regulations – Webinar Friday

Significant parts of the On-Site and Excess Soil Management Regulation (O. Reg 406/19) are scheduled to come into effect on January 1, 2022. To help explain these changes, AMO will be joined by the Ministry of the Environment, Conservation and Parks and the Resource Productivity Resource Authority (RPRA) for a webinar on Friday, December 3rd, 2021 from 1:00-2:30pm. [Click here for registration details.](#)

This will be an opportunity to ask the experts directly about the municipal implications of the changing excess soil regulation and to hear about the Registry that was [launched today](#).

Planning Act Delegations

Schedule 19 of Bill 13, *Supporting People and Businesses Act, 2021* proposes to make changes to the *Planning Act*, *Municipal Act, 2001*, and the *City of Toronto Act, 2006*. If passed, the proposed amendments would expand the matters that the council of a local municipality may delegate to help streamline planning decisions. Delegating decisions would include temporary use by-laws, the lifting of holding symbols, and other minor zoning by-law amendments. It will be up to each municipality to determine whether to exercise this proposed new authority and the types of decisions to delegate. The proposed delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

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.



December 2, 2021

In This Issue

- Indigenous-Municipal relationship agreement guidance document now available.
- Invitation to submit EOI for the acquisition/lease of land in Ontario.
- ROMA 2022: Program update.
- New dates added for AMO's Navigating Conflict for Elected Officials training.
- Save the date - Municipal Energy Symposium coming this spring!
- Excess soil regulation changes - AMO webinar Friday.
- Canoe webinar: RothlAMS facility assessment.
- Include a Road Needs Study in your 2022 budget.
- 2022 Ontario Municipal Leaders Summit on Antisemitism.
- Ontario Trillium Foundation Resilient Community Fund.
- Careers: AMO and Halton.

AMO Matters

A guidance document is now available to support AMO members in creating Indigenous-Municipal Relationship Agreements.

Provincial Matters

CBRE Limited, on behalf of Infrastructure Ontario (IO), is inviting interested parties to propose land sites across Ontario to set up a science complex with laboratory, ancillary office space, storage, and fleet/equipment management facilities. More details here.

Eye on Events

ROMA 2022: Rural Opportunities will deliver nine concurrent sessions on issues important to rural municipalities in Ontario today. Delegates will have the opportunity to attend live sessions, as well as view all content for thirty days following the live event. View the updated program here.

AMO's in demand training on skills for elected officials to navigate conflict relations is available for two more sessions in 2022. Sign up for the February 16/17th or April 6/7th sessions here. Limited seats available.

AMO and LAS are excited to host the Municipal Energy Symposium to be held virtually on March 31 & April 1, 2022. Explore municipal roles in energy generation and conservation, and future considerations related to climate change post COP26. Full program, key topics, and registration information will be available in early 2022. Mark your calendars - this is one event you don't want to miss.

Join AMO on December 3rd from 1:00-2:30pm to discuss upcoming changes to the On-Site and Excess Soil Management Regulation (O. Reg 406/19) and the recently launched Excess Soil Registry. [Click here for registration details](#).

LAS

Last chance to hear from Canoe in 2021! Join us December 8 at 11 am to connect with RothIAMS, our awarded vendor in the Facility Assessment and Planning category. Hear real-world examples of how Asset Management, Capital Renewal, or Maintenance Plans can improve your municipal buildings. [Register here](#).

Does your community need a road needs study next year? The Road & Sidewalk Assessment Service provides high-quality data and the tools to use it effectively. [Contact Tanner](#) to learn more or to get a no-obligation quote.

Municipal Wire*

The Centre for Israel and Jewish Affairs (CIJA) is hosting an Ontario Municipal Leaders Summit on Antisemitism on January 21, 2022. This virtual event will be Chaired by Vaughan Mayor the Hon. Maurizio Bevilacqua. [Register](#) today.

The last day to apply to the Ontario Trillium Foundation Resilient Community Fund is December 8. AMO's Health and Safety Partner, 4S Consulting Services Inc. can help eligible municipalities (populations less than 20,000) apply for the grant to address health and safety requirements. Contact [Aditya Yellapantula](#) for further details.

Careers

Membership Services Advisor - AMO. AMO is one of Ontario's most influential policy organizations. AMO is looking for a progressive individual to join its Membership Services team. Your job will be to play a key role in supporting Ontario's elected municipal officials in their complex leadership roles by being ahead of the curve on emerging trends and issues that impact decision making and building sustainable, inclusive communities. If you have the experience and interest in leading Ontario's municipalities into the future, apply for the Membership Services Advisor role today. Deadline: December 2, 2021.

Policy Intern - AMO. Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process through research, analysis, report writing, project planning and coordination. Apply in confidence to: careers@amo.on.ca. Deadline: December 17, 2021.

Digital Enterprise Architect - Halton Region. The role includes establishing the strategic direction of systems supporting the Region, driving innovation and establishing architecture roadmaps and blueprints. Apply [online](#) by December 29, 2021.



ONLINE TRAINING

December 2, 2021

Navigating Conflict Relationships as an Elected Official New Dates added - February 16/17, 2022 and April 6/7, 2022

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

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

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

Not all relationships are smooth sailing and conflicts are inevitable. Sometimes the waters become choppy especially when navigating challenging relationships and conflict situations. Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out their collective responsibilities as decision-makers of their communities.

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

Who Should Attend?

Locally elected municipal representatives.

Learning Objectives:

- The typical patterns of behaviour that give rise to creating “conflict traps” and how to escape from them.
- The secrets of neuroscience and how this knowledge can give us a heads-up on what we should do in the moment.
- Understanding conflict styles and how these can create obstacles or pave the way toward collaboration.
- The importance of moving from a position-based to an interest-based approach in order to create a win-win, value-add relationship.
- The roles of empathy and assertiveness in relationship formation.

- Learning effective and practical communication tools which include:
 - o Avoiding communication blockers,
 - o First words to use,
 - o The difference between Acknowledging vs. Agreeing,
 - o A simple yet powerful 4-step technique to assist in having better and more collaborative conversations.

DATES:

February 2022

Part 1: February 16, 2022 -10am - 12:30pm

Part 2: February 17, 2022 – 10am - 12:30pm or,

April 2022

Part 1: April 6, 2022 - 10am - 12:30pm

Part 2: April 7, 2022 - 10am - 12:30pm

Registration:

\$200.00 + HST

Limited to 20 participants (first come first served)

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

[Register here.](#)



Session Facilitator: Sharad Kerur

Sharad Kerur created and leads Resolution Pathways as its CEO which assists people and organizations to resolve conflicts. Sharad has a Bachelor of Commerce (Honours) and Master of Industrial Relations from Queen's University, with a focus on negotiation theory and alternative dispute resolution methods.

For over 30 years, Sharad held senior level positions in the union and association sectors. His most recent positions was Executive Director of the Ontario Non-Profit

Housing Association (ONPHA), Canada's largest non-profit housing association. As a result, he has a strong grasp on the "business" of non-profit organizations and associations, and real-world experience in negotiation and mediation.

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

Sharad holds a Q.Med (Qualified Mediator) designation from the ADR Institute of Ontario, is an accredited C.C.Med (Chartered Community Mediator) from the Ontario Community Mediation Coalition, is a CINERGY® Certified Conflict Management Coach, and is a Certified Workplace Fairness Analyst accredited by the Workplace Fairness Institute of Canada. He has also obtained a Certificate in Civil Procedures for Non-Lawyer Mediators from the ADR institute of Ontario.

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

Published by Four Counties Health Services Foundation Communications Committee

Medical Equipment Appeal - \$98,900



As we enter the holiday season all of us at Four Counties Health Services (FCHS) and Four Counties Health Services Foundation (FCHSF) would like to thank you for your past, continuing, and possible new support to our foundation and hospital. Without you, FCHS would not have the modern medical equipment it has to provide care closer to home. Every day we see and hear from patients who are grateful for the excellent care they receive and the medical equipment it takes to enhance this care.

Our dedicated staff, physicians, and volunteers strive for continued excellence in the care they provide. With this activity comes the need to refresh and renew existing equipment and technology which are essential tools to deliver quality, safe and efficient care to you and your loved ones.

In our Fall/Winter Appeal our foundation is raising funds to purchase state-of-the-art medical equipment to be used directly for patient care here at FCHS.

Negative Pressure Room - Location FCHS ED - \$50,000 (FCHS Foundation Portion)

Negative pressure rooms, also called isolation rooms, help to protect patients, visitors, and healthcare staff from infectious illnesses. Due to the pandemic, we must also use this space when resuscitating critically ill patients. Since our current space is extremely limited, we are in urgent need of a larger negative pressure room in order to fit the staff and equipment necessary for providing life-saving care while protecting each other.

Pediatric Glidescope - Location FCHS ED - \$20,000

The pediatric glidescope is a life-saving instrument that assists Emergency physicians in safely intubating critically ill pediatric patients.

IT Closet Switch - Location Hospital Wide - \$12,000

An IT closet switch is a device that is critical to patient care as this device provides connectivity to patient electronic medical care.

Vital Signs Monitor - Location FCHS Inpatient Unit - \$6,500

Nurses use a vitals machine for assessing a patient's blood pressure and other vital signs. Our new monitors will provide more accurate results and are streamlined to connect directly to our electronic health record.

Bariatric Patient Stretcher - Location ED & Inpatient Unit - \$6,000

The bariatric stretcher is uniquely designed to comfortably and safely accommodate patients of all sizes. It helps to prevent pressure sores and falls while supporting safe transport between care areas.

IV Pump - Location ED & Inpatient Unit - \$4,400

When nurses administer intravenous medications and fluids, they use an IV pump. These are programmable infusion pumps that accurately and efficiently deliver fluids and medications to our patients while helping to prevent medication errors.

Max Lowther
FCHS Nurse Practitioner

FCHS FOUNDATION
Middlesex Hospital Alliance

YES! Here is my gift to help support the FCHS Patient Medical Equipment Appeal

Donation Amount: \$ _____

Payment Method: ☐ CHEQUE ☐ VISA ☐ MASTERCARD

Card No.: _____ Expiry: _____ CVC: _____

Signature: _____

Email: _____

Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

☐ **YES!** I would like to join the **Monthly Giving Program**

CHARITABLE REG. # 11892 9546 RR0001

1824 Concession Dr., R.R. #3 Newbury, ON N0L 1Z0

(519) 693-4441, ext. 2438 (519) 693-7084 info.fchsfoundation@mha.tyvh.ca



FCHS Foundation Update



As Chair of the Foundation, I hope this newsletter finds you well. As we enter the fall and winter seasons I hope this pandemic we are living through will not result in a surge of cases as we move indoors. Let us do what we can to keep the residents of our area and elsewhere safe and healthy.

Our spring appeal was well received, and the people of this catchment area achieved our goal. Our Foundation works with the Middlesex Health Alliance to determine how we can support this hospital. In this newsletter you will find what we are appealing for in order to improve both inpatient and outpatient care at FCFS. Your support for these vital pieces of equipment is appreciated. I wish to remind you again that the Ontario Government does not fund capital equipment which is the responsibility of the FCFS Foundation and our donors.

Thanks to you, local companies, businesses, and service clubs who support us and enable us to achieve our goals.

Good quality healthcare and medical equipment are key to running our hospital effectively and therefore the Foundation has accepted the listed items for our fall appeal. Your donation of what and when you can will be appreciated and help make FCFS a vibrant healthcare village.

Living in these times makes us wonder when life will return to normal but we wish to thank our hospital's dedicated staff, caregivers and management for making patient care a top priority. They have worked during trying times as they never know what could happen; thanks also to our community for working within the guidelines for the well being of our hospital and staff.

The latest news at the Foundation is our approval of our strategic plan and implementing the policies that give direction and firm ground to our future. Our new

mission statement is "To build relationships that support Four Counties Health Service by raising awareness of critical equipment needs and encourage community ownership through giving." Following the resignation of two board members we are pleased to welcome and work with three new members, Janneke Newitt, Scott Gawley, and Pam White.

On behalf of the Board of Governors of the Foundation I once again offer a big thank you for your considerate financial support in our efforts to keep healthcare close to home and build relationships with our donors.

Tom Jeffery
Board Chair, FCFS Foundation

FCFS Infrastructure Update



Health Infrastructure Renewal Fund (HIRF)

The 2021/22 HIRF allocation of \$178,685 will be used to replace all FCFS exterior doors. The tendering process is complete, purchase order issued and we await an installation schedule into spring 2022.

HIRF Exceptional Circumstance Project (ECP)

We were successful in our application for an ECP grant of \$800,000 which will allow the replacement of most of the roof over the Emergency Department. Currently we are in the design phase and anticipate the work to proceed over the winter.

Ryan Whitney,
Manager, Facilities and Maintenance Services

☒ **YES!** I would like to join the **Monthly Giving Program**

I would like to give \$ _____

METHOD OF PAYMENT: I authorize The Foundation of Four Counties Hospital to withdraw from my bank account through my financial institution on the 10th day of each month.

☒ I have enclosed a VOID cheque ☐ I prefer to use my credit card ☐ VISA ☐ MASTERCARD

Card No.: _____ Expiry: _____ CVC: _____

Signature: _____ Date: _____

You will receive a tax receipt at the end of the year. At any time you can change or cancel your monthly contribution by notifying

The Foundation: 519-693-4441 x 2438

At FCFS Foundation, we appreciate your support and treat your information with respect. We do not rent, sell or trade any personal information. The information you provide will be used to issue your charitable donation receipt and to keep you informed of events and fundraising opportunities in support of FCFS. If at any time you wish to be removed from our mailing list, simply contact us: 519-693-4441 ext. 2438 or info@fchsfoundation@mha.tvh.ca

What's Happening

at Four Counties Health Services

FCHS Welcomes Newbury Dental to our Health Village



FCHS Welcomes the arrival of Newbury Dental, with services to be delivered in a professional building space adjacent to the hospital. Newbury Dental has been under new ownership since October 2017. Recently, they decided to relocate their practice adjacent to their existing site to better serve their existing patient base and help grow the practice. More space was required to achieve both objectives. Newbury Dental is delighted to join the FCCHS Health Village. "It is a privilege to partner with FCCHS, where we will continue to provide comprehensive dental services to residents of the Four Counties Health Services area", says Dr. Martin Woo.

Renovations to the new site were completed, and the grand opening took place in June 2021. The team at Newbury Dental is very excited about their new home. Working with FCCHS to renovate the space, the new facility will enhance their ability to deliver the best in all the services that modern dentistry has to offer.



- Preventative Care
- Invisalign
- Restorative dentistry
- Crown and bridge
- Implants
- Nitrous oxide dentistry (sedation in the near future)
- Extractions
- Pediatric dentistry
- Root canal therapy
- Dentures and implant supported dentures (denturist on site)

Newbury Dental is one of the latest in a series of new tenants joining FCCHS. "Four Counties Health Services is delighted to welcome Newbury Dental as a partner, supporting our vision of a vibrant health village at our hospital. A dental clinic adds to the breadth of health-

related services available in a rural hospital setting. This means access to services all in one location, closer to home," says Steph Ouellet, Vice President, Strategic Partnerships at the MHA.



FCHS Welcomes Southwest Ontario Aboriginal Health Access Centre to our Health Village



FCHS and the Southwest Ontario Aboriginal Health Access Centre (SOAHAC) are pleased to announce a new partnership at FCHS to expand access to both primary care and traditional healing services for the area's Indigenous population.

Over the past 23 years, SOAHAC has grown to be one of the largest Aboriginal Health Access Centre's (AHAC) in Ontario, serving more than 35,000 First Nation, Metis and Inuit individuals and families across the region. Earlier in 2021, SOAHAC approached FCHS for a satellite space to its Windsor clinic. SOAHAC and FCHS saw numerous collaborative opportunities, which could provide improved access for clients including, but not limited to: imaging, blood work, and diabetes education, adult day program and complementary health care services. These, combined with SOAHAC's model of care, made for a mutually respectful partnership for all.

FCHS is excited at this partnership, as their organization is embarking on improving their Indigenous engagement strategy. Together, they look forward to building long-term relationships with area Indigenous communities premised on the right to health determination and the

principles of: shared control, health equity, cultural inclusion, and holistic health. As an Indigenous organization, SOAHAC's onsite presence will help build stronger awareness of neighbouring First Nations communities, and provide opportunities to strengthen existing partnerships. "We are grateful to have the opportunity to partner with the SOAHAC team to provide a safe and culturally inclusive environment for Indigenous Peoples as part of our commitment to ensure respect, equality and safety in the hospital environment", says Todd Stepanuk, President and CEO, MHA.



The new SOAHAC clinic opened the week of June 7th, 2021, and will be occupying almost 2,300 square feet, which includes six exam rooms, four offices, and a central reception/waiting room area. SOAHAC's initial team is comprised of a mental health counsellor, a nurse practitioner, and a family physician, with plans to offer Traditional Healing Services in the near future.

Service Club Presentations – Ultrasound Campaign



Kiwanis Club of Rodney & Members of the
Kiwanis Club of Rodney - \$4,500



Kiwanis Club of West Lorne - \$2,500



RCL Branch 221 West Elgin Poppy Fund - \$5,000



RCL Ontario Provincial Command Branches &
Ladies Auxiliary Charitable Foundation - \$5,200



ALVINSTON REGIONAL U11 SILVER STICK

C/O TRAVIS DUNCAN
PO BOX 277
ALVINSTON, ON NON 1A0
Cell: (519) 330-8516
Home: (226) 846-3291
alvinstonatomsilverstick@gmail.com

November 22, 2021

Municipality of Brooke-Alvinston
 3236 River Street
 Alvinston, ON NON 1A0

Attention: Council Members

Dear Council Members:

Re: Alvinston U11 Regional Silver Stick

Plans are under way for the 31st Annual Alvinston U11 Regional Silver Stick Tournament to be held at the Brooke-Alvinston-Inwood Community Centre Complex from December 27 - 30, 2021.

For several years, Council has sponsored the "B" Championship Banner for this tournament. We are requesting, once again, that you sponsor this banner at a cost of \$135.00.

The Brooke-Alvinston-Inwood Community Centre has also placed a \$25, ¼-page advertisement and the Township of Brooke-Alvinston a \$50, ½-page advertisement in the Annual Tournament Program, which contains the tournament schedule and player rosters for all teams participating.

Your past support has been very much appreciated and we look forward to your continued support to assist us in organizing another successful tournament in 2019.

Sincerely,

Travis Duncan

Tournament Director

December 1, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

**Re: National Childcare Program
Our Files:**

Dear Premier Ford,

At its meeting held on November 15, 2021, St. Catharines City Council approved the following motion:

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;
- (b) improve the wages and working conditions of early childhood educators, and
- (c) publicly fund the expansion of not-profit and public childcare;

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on

a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.”

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:mb

cc: Niagara Area MPPs
Ontario Municipal Social Services Association
Ontario Municipalities
Association of Municipalities of Ontario, amo@amo.on.ca



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Extension - Surplus Dwelling-8418 LaSalle Line
Meeting: Council - 09 Dec 2021
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston extend the approval of the use of the existing dwelling at 8418 LaSalle Line by Tyler and Britt Foster for an additional 5 month period to July 1, 2022 while a new dwelling is being constructed;

Background:

A request has been submitted by Britt & Tyler Foster to request an extension to the previous permission granted to live in their current home while a new home is constructed on the same property. The previous request was to February 2022. A letter was received requesting the extension due to construction delays related to COVID-19. They anticipate having the house completed by May 1 however an extra two month buffer could accommodate any unanticipated future delays.

Comments:

In accordance with the municipal zoning by-law, in the agricultural area, only one home is permitted per lot. The Municipality has provided temporary permissions and extensions such as this in the past without incident.

Financial Considerations:

A \$500 deposit was received and upon the demolition permit being obtained for the old dwelling and a final occupancy issued for the new dwelling, the deposit of \$500 will be returned.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Perry Drain (Enniskillen) Consideration of Report
Meeting: Council - 09 Dec 2021
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That a Councillor be appointed to attend the Consideration of the Perry Drain report (via ZOOM) January 10, 2022 at 7p.m.

Background:

The Township of Enniskillen has received a report on the Perry Drain. Seven Brooke-Alvinston properties are assessed into the drain as is half of Forest Road. The drain is located in Concession 3 Lot 1.

Comments:

The meeting to consider the report will be held January 10th via zoom. A member of Council is requested to attend on behalf of the Municipality. All assessed owners are also invited to attend.

Financial Considerations:

The Municipality is assessed \$19,500 (1/2 of Forest Road); Agricultural land is assessed \$29,500 into the drain



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Exemption from the Municipal Alcohol Policy
Meeting: Council - 09 Dec 2021
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Municipal Fire Hall be exempt from the Municipal Alcohol Policy for Dec. 18, 2021 while an appreciation reception is held for Brooke Fire Rescue members.

Background:

The Alvinston Firemen's Association (AFA) has requested that the Alvinston Fire Hall be exempt from the Municipal Alcohol Policy on Dec. 18, 2021 as an appreciation event is planned for members of Brooke Fire Rescue

Comments:

The AFA will be making application for a Special Occasion Permit pending approval. All COVID practices will be in place for the indoors event.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[AFA request](#)

Janet Denkers

From: Tori Shaw <torishaw18@gmail.com>
Sent: Wednesday, November 24, 2021 1:23 PM
To: Janet Denkers
Subject: Appreciation Dinner

November 24, 2021

To Whom it may Concern,

Good Afternoon. On behalf of the Alvinston Firefighter Association I am writing this letter to inform you we are planning an Awards ceremony/Appreciation Dinner for the members of Brooke Fire Rescue and their families on December 18th, 2021. We have several members who are receiving awards this year and we feel after the past two years we have had it is important to get everyone together to celebrate them and all of our hard work this year. We are requesting permission for Alcohol to be served with dinner at this event. This event will be held at the firehall. If you have any further questions please do not hesitate to contact me.

Thank you,

Tori Shaw
President- Alvinston Firefighter Association
(519) 328-2252
torishaw18@gmail.com



MINUTES

Emergency Management Meeting

9:30 AM - Tuesday, November 30, 2021
Municipal Office

The Emergency Management of the Brooke-Alvinston was called to order on Tuesday, November 30, 2021, at 9:30 AM, in the Municipal Office, with the following members present:

Council Present: Deputy Mayor Frank Nemcek, Clerk Administrator Janet Denkers, Public Works Foreman Jerrett Hodgins, CEMC Kris Redick, and Fire Chief Steve Knight

Staff Present:

Regrets:

1 CALL TO ORDER

Deputy Mayor Frank Nemcek called the meeting to order at 9:30 a.m.

2 DISCLOSURE OF PECUNIARY INTEREST

3 MINUTES

- a) Meeting Minutes of 2020

RESOLUTION-2021-001

Fire Chief Steve Knight made a motion that the EMPC minutes from December 2020 be approved as presented without any errors or omissions. Public Works Foreman Jerrett Hodgins seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

5 NEW BUSINESS

- a) 2021 Emergency Exercise (led by Kris Redick)

CEMC Kris Redick provided commentary on the effects of the Pandemic on each department in the Municipality. Each department representative provided input. The four departments were: Fire, Roads, Parks & Recreation, Council and Administration.

- b) Post Pandemic Discussion (led by Janet Denkers)

The Alternate CEMC led discussions on coming out of or consideration of coming out of the pandemic.

- c) Hazard Identification Risk Assembly - (Confirmation of)

The HIRA was reviewed and discussed with a new list being formulated.

- d) Critical Infrastructure List (Review of List)

The Critical Infrastructure List was reviewed with only changes being contact / name changes.

- e) Public Education (2022 Plan)

The Public Education Outline for 2022 was presented with no issues. It was agreed that committed meetings should be in place moving forward and despite regular meetings that were informally had during the midst of the pandemic.

f) Review of Emergency Plan

The Emergency Plan was reviewed and updated. A revised plan will be presented to Council at the Dec. 9th meeting for approval.

g) Review of Annual Compliance - 2021

The compliance criteria was reviewed. The Committee was confident that conditions were met for submission to the OFMEM.

6 ADJOURNMENT

The meeting was adjourned at 11 am.

Clerk-Administrator

Mayor



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2021 Emergency Response Plan Update
Meeting: Council - 09 Dec 2021
Department: Emergency Management
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the attached and revised municipal emergency response plan be approved by Council and the accompanying by-law receive full reading.

Background:

The Municipality is required to complete a full mock emergency exercise and review of the municipal plan, HIRA (hazard identification risk assessment), critical infrastructure and program review.

Comments:

A meeting was held on November 30th to review and complete the annual compliance. The draft minutes are attached for reference.

The current municipal emergency response plan was adopted by Council in 2016 with minor staffing / contact name changes each year. The committee and CEMC and alternate CEMC's provided updates and recommendations to the plan for the Committee to consider. The draft plan is attached. Should Council adopt the plan, full copies will be available including the contact listing and appendixes.

CEMC Kris Redick will be moving into the alternate CEMC role (currently held by Fire Chief Steve Knight and myself). Chief Knight has sufficient training to be in the role of CEMC and is willing to hold the position while we look to other potential candidates to consider the role for a more long term basis.

Financial Considerations:

There are no costs associated with the report. There may be associated costs with additional training for the CEMC position.

ATTACHMENTS:

[EMPC Meeting](#)
[EMERGENCY RESPONSE PLAN 2021 Update](#)



MINUTES

Emergency Management Meeting

9:30 AM - Tuesday, November 30, 2021
Municipal Office

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Council Present: Deputy Mayor Frank Nemcek, Clerk Administrator Janet Denkers, Public Works Foreman Jerrett Hodgins, CEMC Kris Redick, and Fire Chief Steve Knight

Staff Present:

Regrets:

1 CALL TO ORDER

Deputy Mayor Frank Nemcek called the meeting to order at 9:30 a.m.

2 DISCLOSURE OF PECUNIARY INTEREST

3 MINUTES

- a) Meeting Minutes of 2020

RESOLUTION-2021-001

Fire Chief Steve Knight made a motion that the EMPC minutes from December 2020 be approved as presented without any errors or omissions. Public Works Foreman Jerrett Hodgins seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

5 NEW BUSINESS

- a) 2021 Emergency Exercise (led by Kris Redick)

CEMC Kris Redick provided commentary on the effects of the Pandemic on each department in the Municipality. Each department representative provided input. The four departments were: Fire, Roads, Parks & Recreation, Council and Administration.

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The Alternate CEMC led discussions on coming out of or consideration of coming out of the pandemic.

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The HIRA was reviewed and discussed with a new list being formulated.

- d) Critical Infrastructure List (Review of List)

The Critical Infrastructure List was reviewed with only changes being contact / name changes.

- e) Public Education (2022 Plan)

The Public Education Outline for 2022 was presented with no issues. It was agreed that committed meetings should be in place moving forward and despite regular meetings that were informally had during the midst of the pandemic.

f) **Review of Emergency Plan**

The Emergency Plan was reviewed and updated. A revised plan will be presented to Council at the Dec. 9th meeting for approval.

g) **Review of Annual Compliance - 2021**

The compliance criteria was reviewed. The Committee was confident that conditions were met for submission to the OFMEM.

6 **ADJOURNMENT**

The meeting was adjourned at 11 am.

Clerk-Administrator

Mayor

EMERGENCY RESPONSE PLAN



THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

Revised: December 2021

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON
EMERGENCY RESPONSE PLAN

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THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON EMERGENCY RESPONSE PLAN

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THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON **EMERGENCY RESPONSE PLAN**

INTRODUCTION

In order to protect residents, businesses and visitors, the municipality requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Emergency Management Program Committee of the Municipality of Brooke-Alvinston developed this Emergency Response Plan in accordance to the Community Risk Profile. Every official, municipal department and agency listed in the Emergency Response Plan must be prepared to carry out assigned responsibilities in an emergency. The Emergency Response Plan has been prepared to provide key officials, agencies and departments important emergency management information related to:

- arrangements, services and equipment
- roles and responsibilities during an emergency

For this Emergency Response Plan to be effective, all participating agencies and departments must be familiar with its provisions and procedures. The information contained within this plan must be reviewed, tested and maintained on a regular basis in order for it to remain effective, appropriate, and up-to-date as municipal officials, corporate structures and the nature of emergencies change over time.

It is important that residents and businesses be made aware of the Plan's provisions. Copies of the Municipality of Brooke-Alvinston Emergency Response Plan may be viewed at the Municipal Office. For more information, please contact:

Community Emergency Management Co-ordinator (CEMC)
Municipality of Brooke-Alvinston
3236 River Street; P.O. Box 28
Alvinston, ON N0N 1A0
Phone: 519-898-2173 Fax: 519-898-5653
Email: [XXXXXXXXX](mailto:XXXXXXXXX@brookealvinston.ca)

AIM

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Municipality of Brooke-Alvinston when faced with an emergency.

AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency response plan in Ontario.

The Emergency Management and Civil Protection Act states that: *"The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency response plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."*

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON EMERGENCY RESPONSE PLAN

As enabled by the Emergency Management and Civil Protection Act, this Emergency Response Plan and its elements have been:

- issued under the authority of Municipality of Brooke-Alvinston By-Law # 67 of 2016 and filed with Emergency Management Ontario

DEFINITION OF AN EMERGENCY

The Emergency Management and Civil Protection Act defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise.”

For the purpose of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the Municipality of Brooke-Alvinston, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Community Control Group (CCG). Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health & safety and welfare of the Municipality. The subordinate plans attached as Appendices to this document, may also be implemented, in whole, or in part in the absence of a formal decision.

MAINTENANCE AND REVIEW

Internal Procedures: Each department, service or agency (i.e. Red Cross, OPP) involved or identified in this plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

Annual Review: At a minimum, this plan will be reviewed annually for accuracy by the Brooke-Alvinston Community Emergency Management Program Committee (EMPC). The plan will be reviewed for effectiveness through emergency exercises on an annual basis, testing the plan in whole or in part. The CEMC and the Emergency Management Program Committee (EMPC) will make the appropriate changes to the plan as a result of these reviews and tests.

Amendments: Major amendments to the plan require formal Council approval. Formal Council approval is not required for the following:

- Changes or revisions to the Appendices
- Minor editorial changes, i.e. editorial changes to text, section numbering, reference changes, or changes to references to Provincial status

Flexibility: No Emergency Response Plan can anticipate all of the varied emergency situations that may arise in a community. During the course of implementation of this plan in an emergency situation, members of the Community Control Group (CCG) in the course of conducting their assigned roles and responsibilities may exercise flexibility. To

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

EMERGENCY RESPONSE PLAN

ensure that the public health, safety and welfare of the community are of utmost priority in the emergency response, minor deviations from the Emergency Response Plan may be permitted.

COMMUNITY CONTROL GROUP (CCG)

Composition - Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Operations Centre. This group will be known as the Community Control Group (CCG) and will be composed of:

- a) Mayor or designated Alternate;
- b) Administrator-Clerk or Alternate;
- c) Community Emergency Management Coordinator or Alternate;
- d) Fire Chief or Alternate;
- e) Public Works Manager or Alternate;
- f) Medical Officer of Health (as required);
- g) Canadian Red Cross Sarnia-Lambton Branch (as required);
- h) Manager of Lambton Emergency Medical Services or Alternate (as required);
- i) Lambton O.P.P. Inspector or Alternate (as required);
- j) Emergency Information Officer

The CCG may be expanded to include other representatives or additional personnel (i.e. OFMEM, Ministry of the Environment, St. Clair Region Conservation Authority, secretarial assistance, etc.) depending on the nature of the emergency.

Assistance may be requested from County of Lambton agencies at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

Initial Contact - In the event of a real or potential emergency requiring the activation or notification of the Community Control Group, the lead agency (OPP, EMS, or Fire etc.) will contact the Community Emergency Management Coordinator (CEMC). Any member of the Community Control Group may also initiate the activation procedure by contacting the CEMC. If time permits, the CEMC will contact the Head of Council to discuss the situation and determine if the Community Control Group should be activated.

Notification/Activation - If it has been determined that the Community Control Group should be activated, or to be put on stand-by, the CEMC and Mayor will contact any remaining members of the Community Control Group.

All calls should be prefixed "This is a Brooke-Alvinston Emergency Alert", followed by personal identification, nature of the emergency, plus directions stating where and when to report. The caller delivering this message must record the date and time each member (or alternate) of the CCG was contacted, and response received from the person they were calling.

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON EMERGENCY RESPONSE PLAN

The Community Control Group may function with only a limited number of persons depending upon the nature of the emergency.

On receipt of the emergency alert call, each member of the Community Control Group will:

- Alert their own department as required, ranging from a warning, to stand-by to complete participation.
- Bring any required items, including a copy of the Emergency Response Plan, extra clothing, phone list, cell phone ID, etc.
- Proceed immediately to the identified Emergency Operations Centre and report to the Chair of the Emergency Control Group of the status of their organization and resources.

Upon declaring an emergency, the Mayor will notify EMO, the Ministry of Community Safety & Correctional Services, Council, the County Warden, neighbouring community officials as required, MPP and MP.

Operation Cycle - Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and/or problems encountered. Each member will report on the following:

- New information on threats, progress and results during last operation cycle meeting, and recommendations for new or continued mitigation strategies,
- Present threats in order of severity and the plan to limit threats according to priority for the next operation cycle meeting, and
- Schedule for team meetings.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Emergency Operation Centre Recording Secretary will keep minutes of these meetings and maintain a status board. The Incident Commander on-site needs to assure that decisions about actions at the site are consistent with the Community Control Group decisions. Consistency is achieved by means of regular communications and consultations between the Incident Commander and the Administrator-Clerk.

Emergency Operations Centre - The locations of the primary and alternate Emergency Operation Centres are detailed in Appendix B.

ROLES AND RESPONSIBILITIES

Community Control Group

The role of the CCG is that of long term contingency planning, policy making and most importantly, support for the emergency site team. The members of the Community Control Group are likely to be responsible for the following actions or decisions:

- Coordinate all emergency support operations during and after the emergency;
- Ensure there is no interruption in the provision of emergency services and essential services in unaffected areas outside the emergency site;

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

EMERGENCY RESPONSE PLAN

- Call out and mobilize their emergency services, agencies and equipment;
- Coordinate and direct their service and ensure that any actions necessary for the mitigation of the effects of the emergency are taken provided they are not contrary to law;
- Ensure adequate emergency service provisions are maintained outside and separate from those responding at the emergency site;
- Determine if the location and the composition of the Community Control Group are appropriate;
- Advise the Mayor as to whether the declaration of an emergency is recommended and what area(s) should be designed as an emergency area;
- Advise the Mayor on the need to designate all or part of the community as an emergency area;
- Ensure that an Incident Commander is appointed at the emergency site;
- Ensure support to the Incident Commander by offering equipment, staff and resource as required;
- Order, coordinate and/or oversee the evacuation of inhabitants considered to be in danger;
- Arrange to have utilities or services provided by public or private concerns, i.e. hydro, water, gas discontinued;
- Arrange for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- Notify and request assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determine if appeals for volunteers are warranted;
- Determine if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer (EIO) for dissemination to the media and public;
- Determine the need to establish advisory groups and or subcommittees/working groups for any aspect of the emergency including recovery, and if so, determine the chair and composition of that committee(s), along with reporting structure;
- Authorization of expenditures required dealing with the emergency;

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

EMERGENCY RESPONSE PLAN

- Notify the service, agency or group under their direction, of the termination of the emergency;
- Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the CEMC for preparation of a report;
- Participation in post-emergency debriefing;
- Consider entering into the Recovery Phase if needed
- Consider making application for ODRAP and make arrangements as required.

Mayor / designated Alternate

Upon learning of a declared or potential emergency, the Mayor or designated Alternate will consider the possible need for activation of the Emergency Response Plan and if warranted, he/she should trigger the alert system. He/she will then report to the Emergency Operations Centre to sit as a member of the CCG and to perform the following functions and responsibilities:

- Provide overall leadership in responding to an emergency
- Chair the Community Control Group
- Declare an emergency within the designated area
- Declare that the emergency has terminated (Note: Council may also terminate an emergency). When terminating an emergency, notification should be given to the Council, Warden, public, neighbouring communities, MPP and MP.
- Notify the Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services, of the declaration of the emergency, and termination of the emergency
- Make decisions, determine priorities and issue operational direction with assistance from the department heads
- Request assistance from the County of Lambton or other levels of government, if required
- Ensure the members of Council, the MP and MPP are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
- Maintain a personal log of all actions and participate in the post-emergency debriefing
- Act as the Media Spokesperson and conduct media briefings, as arranged and prepared by the Emergency Information Officer

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

EMERGENCY RESPONSE PLAN

- Establish a communication link and regular liaison with the Emergency Information Officer (also CEMC) at the Emergency Operations Centre
- Maintain a personal log of all actions taken.

Administrator-Clerk / Alternate

The Administrator-Clerk is also the Alternate CEMC for the Municipality of Brooke-Alvinston. The Administrator-Clerk may also assume the role of the Emergency Information Officer. The Administrator-Clerk is responsible to perform any or all of the following functions:

- Manage and coordinate all operations within the Emergency Operations Centre, including establishing the operating cycle
- Acts as the Emergency Information Officer (EIO)
- Ensure an Incident Commander has been appointed at the emergency site
- Ensure that a communication link is established between the Community Control Group and the Incident Commander
- Ensure liaison with the OPP regarding security arrangements for the Emergency Operation Centre
- Advise the Mayor on policies and procedures and all administration matters, as appropriate
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Community Control Group
- Appoint a Citizen Inquiry Supervisor as required by the nature of the emergency
- Call out additional municipal staff to provide assistance, as required
- Ensure the opening, staffing and operation of the Municipal Office, including telephone operators, as required during an emergency
- Direct all actions taken to assist municipal emergency response efforts, and conduct post emergency recovery efforts
- Ensure that a record of issues and problems identified, resolved and yet to be resolved, is maintained throughout the emergency
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

EMERGENCY RESPONSE PLAN

Community Emergency Management Coordinator / Alternate

Upon learning of a declared or potential emergency, the Community Emergency Management Coordinator (CEMC) should consider the possible need for activation of the Emergency Response Plan, and, if warranted, he/she should trigger the alert system. He/she will then report to the Emergency Operation Centre to sit as a member of the CCG and to perform the following functions and responsibilities:

- Acts as a resource to the Community Control Group
- Activate and arrange the Emergency Operations Centre
- Ensure that security is in place for the Emergency Operations Centre
- Ensure that all members of the Community Control Group have necessary plans, resources, supplies, maps and equipment
- Provide advice and clarification about the implementation details of the Emergency Response Plan
- Ensure all outside agencies, neighbouring municipalities, ministries, etc. are advised of the declaration
- Liaise with OFMEM representatives either at the local or Provincial level
- Provide guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or any other location as required by the Community Control Group
- Ensure liaison with community support agencies (e.g. Canadian Red Cross) as required by the Community Control Group
- Assist the Incident Commander as required by the Community Control Group
- Address any action items that may result from the activation of the Emergency Management Plan and keep the Community Control Group informed of implementation needs
- Maintain the records and logs for the purpose of the debriefs and post-emergency reports; prepare debriefs and reports
- Maintain a personal log of all actions taken
- Coordinate the post-emergency debriefing
- Prepare a post-emergency report for Council

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON EMERGENCY RESPONSE PLAN

Lambton OPP Inspector / Alternate

Upon learning of a declared or potential emergency, the OPP Inspector or Alternate should consider the possible need for activation of the Emergency Response Plan, and, if warranted, he/she should trigger the alert system. He/she will then report to the Emergency Operations Centre if requested to sit as a member of the CCG and to perform the following additional functions and responsibilities:

- Advise the Community Control Group regarding the protection of life, property, the provision of law and order, and conducting evacuations
- Establish a site command post with communications to the Emergency Operations Centre
- Provide an Emergency Site Manager if required, depending on the nature of the emergency
- Liaise with the EMS and provide an estimated number of casualties where required; and address safety concerns at the site
- Notify necessary emergency and community services, as required
- Notify the Coroner regarding fatalities
- Coordinate all policing functions in support of the emergency site
- Advise the Community Control Group regarding the most effective use of police resources in support of the emergency response at the emergency site and external to the emergency site
- Establish the inner perimeter within the emergency area
- Establish the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Provide traffic control staff to facilitate the movement of emergency vehicles at the emergency site
- Alert persons endangered by the emergency and coordinating evacuation procedures
- Provide police service in the Emergency Operations Centre, evacuation centres, morgues, and other facilities as required
- Ensure liaison with other community, provincial and federal police agencies, as required
- Establish physical security at the Emergency Operations Centre
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

EMERGENCY RESPONSE PLAN

Fire Chief /Deputy Fire Chief

Upon learning of a declared or potential emergency, the Fire Chief or Deputy Fire Chief shall consider the need for possible activation of the emergency response plan, and, if warranted, he/she should trigger the emergency alert system. He/she will then report to the Emergency Operations Centre to sit as a member of the CCG and perform the following additional functions and responsibilities as required:

- Provide the Community Control Group with information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response, and fire search and rescue
- Appoint a Fire Incident Commander or Coordinator as required
- Establish an ongoing communications link with the Fire Incident Coordinator at the scene of the emergency
- Inform the County Fire Co-ordinator and / or initiate mutual and arrangements for the provision of additional manpower and equipment if needed
- Determine if additional or special equipment is needed and recommending possible sources of supply, i.e. breathing apparatus, protective clothing
- Provide assistance to other community departments and agencies and be prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation
- Advise the Community Control Group regarding the need to evacuate buildings, areas, or the demolition of structures, which present a danger
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

Public Works Manager / Alternate

Upon learning of a declared or potential emergency, the Public Works Manager should consider the need for possible activation of the emergency response plan, and, if warranted, he/she should trigger the emergency alert system. There upon he/she should report to the Emergency Operations Centre to sit as a member of the CCG and perform the following additional functions and responsibilities as required:

- Advise the Community Control Group regarding the efficient and effective use of transportation, infrastructure, road maintenance, road clearing, road construction, sanitation resources, and any other engineering and public works matters
- Appoint a Public Works Incident Commander or Coordinator as required
- Open the reception centre, if needed
- Provide for maintenance of the municipal water system if required

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON EMERGENCY RESPONSE PLAN

- Ensure construction, maintenance and repair of municipal roads
- Ensure liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes
- Provide for emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health
- Determine the need for any special equipment or resources and recommend sources of supply to the Community Control Group
- Provide for specialized transportation and response equipment in support of the emergency site
- Ensure liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- Provide for public works vehicles and equipment as required by any other emergency services
- Ensure liaison with the Conservation Authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
- Ensure that barricades and flashers are delivered to the emergency site to establish traffic control points and emergency perimeters, as required
- Maintain access and egress to emergency site for emergency vehicles
- Prioritization of roads which will be restored and of which access will be maintained
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

Lambton Emergency Medical Service (EMS) Representative

Upon learning of a declared or potential emergency, the EMS Representative should consider the need for possible activation of the emergency response plan, and, if warranted, he/she should trigger the emergency alert system. He/she will then report to the Emergency Operations Centre if requested to sit as a member of the CCG and perform the following additional functions and responsibilities:

- Advise the Community Control Group on all aspects of emergency medical treatment, triage and transportation of the injured
- Appoint an EMS Incident Commander
- Establish ongoing communications link with the EMS Incident Coordinator at the scene of the emergency
- Obtain EMS from other municipalities for support, if required

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- Ensure appropriate triage at the site
- Advise the Community Control Group if other means of transportation is required for large scale response
- Ensure liaison with the receiving hospitals
- Ensure liaison with the Medical Officer of Health, as required
- In conjunction with the EMS Incident Coordinator, assess the need and initial request for special emergency health service resources at the emergency site, e.g. multi-patient units, support units, air ambulances, and forwarding these requests to the Central Ambulance Communications Centre (CACC)
- Assist with the organization and transporting of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required
- In conjunction with the Central Ambulance Communications Centre, provide the main communication link through dispatch among health service, and notifying and requesting assistance of the Ontario Ministry of Health and Long-term Care, Emergency Health Services branch
- Ensure that first aid supplies are available at the emergency site(s) and the evacuation centre(s)
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

Medical Officer of Health (MOH)

Upon learning of a declared or potential emergency, the MOH should consider the need for possible activation of the emergency plan, and, if warranted, he/she should trigger the emergency alert system. He/she will then report to the Emergency Operations Centre if requested to sit as a member of the ECG and perform the following additional functions and responsibilities:

- Assess the impact of the emergency situation on the health of the public
- Act as a co-ordinating link for all emergency health services at the CCG
- Assess the impact of the emergency situation on the health of the public
- Advise the public on matters concerning public health, through communication channels established by the Emergency Control Group
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to pandemic policies

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- Provide advice on the health and safety aspects of emergency water supplies, sanitation, shelters, food supplies, mass feeding, garbage and sewage disposal
- Assist in response to stress reactions to the emergency (immediate and long term)
- Notify other agencies and senior levels of government of health matters relating to the emergency
- Ensure co-ordination of all efforts to prevent and control the spread of disease during an emergency
- Notify the Public Works Manager regarding the need for potable water supplies and sanitation facilities
- Ensure liaison with voluntary and private agencies (Canadian Red Cross) as required, for augmenting and coordinating public health resources
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long term Care policies
- Ensure liaison with the Director of Social Services on areas of mutual concern regarding health services in evacuee centres
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

Social Services Representative (Canadian Red Cross)

A social services representative shall upon Municipal request, report to the Emergency Operations Centre and sit as a member of the CCG and perform the following additional functions and responsibilities:

- Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services due to the emergency
- Supervise the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed and maintained
- Establish a communications link between the Emergency Operations Centre and the Emergency Evacuation/Reception Centre(s)
- Arrange for assistance from other organizations and agencies such as Children and Family Services, Victim Services etc.
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres

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- Ensure that a representative of the district school boards are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation
- Ensure liaison with nursing homes, homes for aged, and rest homes as required
- Ensure coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency
- Make arrangements for meals for the staff / volunteers at the Emergency Operations Centre and at the site of the emergency
- Arrange for the emergency purchase of food, clothing, bedding, and supplies that cannot be obtained any other way
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

Lambton Roads Department

The Lambton County General Manager, Infrastructure and Development Services or alternate shall upon municipal request for involvement:

- Notify members of the County Roads Department when notified of a municipal emergency situation;
- Report to the Emergency Operations Centre to provide advice to the Mayor on County road-related matters;
- Maintain, clear and control County Roads;
- Assist with traffic control, and evacuations by clearing emergency routes, marking obstacles, providing road signs for County and/or local roads as appropriate;
- Provide engineer materials, supplies, equipment (including communication-equipped vehicles) and manpower as necessary to assist local municipalities.

Emergency Information Officer (EIO)

The Treasurer will assume this role. The EIO is responsible for performing the following functions:

- Advise the Community Control Group on all matters related to information to be presented to the public through the media, the monitoring of information being presented from the media, and taking direction from the Community Control Group

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- Establish a communication link with the Media Spokesperson and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved
- Ensure that the Emergency Information Centre (EIC) is set up and staffed and a site Emergency Information Centre is set up, if required. The Alvinston Legion Br. 249 shall serve as the EIC.
- Ensure liaison with the Community Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences
- Organize media briefings and preparing the Mayor and other members of the Community Control Group prior to each media briefing, as required
- At the direction of the Community Control Group, communicating information regarding the emergency to the public through the media using media kits, news releases, press briefings, public service announcements, flyers, telephones, the internet, and public meetings, as required
- Ensure that the following are advised of the telephone number of the media centre:
 - Media
 - Community Control Group
 - Switchboard (County and Emergency Services)
 - Media Spokesperson
 - OPP Communications Officer
 - Citizen Inquiry Supervisor
 - Neighbouring Communities
 - Any other appropriate persons, agencies or business
- Ensure that the media releases are approved by the Community Control Group, prior to dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the Community Control Group, and other key persons handling inquiries from the media
- Monitor news coverage and correct any erroneous information and prepare appropriate responses
- Maintain copies of media releases and newspaper articles pertaining to the emergency
- Coordinates with 211 Ontario during an emergency
- Coordinate media site tours with the Incident Commander and the on-site Media Spokesperson
- Attend all Community Control Group meetings in accordance with the operating cycle

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- Coordinate media photographs sessions at the site when necessary and appropriate
- Coordinate on-site interviews between the emergency services personnel and the media
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

Emergency Operations Centre Scribe

The Alternate CEMC or Office Assistant shall act as the Scribe. The duties of the Scribe shall be to:

- Ensure all important decisions made and actions taken by the Community Control Group are recorded
- Ensure that maps and status boards are kept up-to-date
- Provide a process for registering Community Control Group members and maintaining a member list
- Notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre
- Post Community Control Group objectives and priorities
- Post action items and mark off what has been completed
- Arrange for printed material as required
- Coordinate the provision of clerical staff to assist in the Emergency Operations Centre, as required
- Upon direction by the Council, ensure that council is advised of the declaration and termination of the declaration of the emergency
- Upon direction by the Mayor, arrange special meetings of council, as required, and advise members of council of the time, date, and location of the meetings
- Maintain a personal log of all actions taken

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Overall Responsible Operator (ORO)

The municipal water system is managed through the Ontario Clean Water Association

The Overall Responsible Operator is responsible for the following operations:

- Complete oversight of the entire water distribution system and the Quality Management Systems (QMS)
- ORO provides and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and effectively
- Ensure that the system is operated in accordance with all applicable legislation and regulations
- Lead for management reviews Communications with mayor and council about the QMS and the water distribution system
- Emergency response planning and training

Other Services or Agencies

Agencies that might be called upon to support the Municipality in an emergency could include Provincial Ministries, Churches, Optimists, St. Clair Region Conservation Authority and the Lambton-Kent District School Board.

Hydro One & Bluewater Power

Hydro One & Bluewater Power are responsible for continued operation, maintenance and repair of all systems under their control for the generation, transmission and distribution of electric power

The Bluewater Power & Hydro One Representative is responsible for:

Bluewater Power generally looks after the Alvinston area & Hydro One looks after the Inwood area and former Brooke Township area.

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintaining a personal log of all actions taken.

Lambton-Kent District School Board

The School Board is responsible for the school population, buildings, facilities and school busses in the emergency area. Brooke Central Public School is located at 7989 Brooke Line in Alvinston.

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Annual Review

The Community Emergency Management Coordinator and or Alternate CEMC will ensure that this plan is reviewed annually and, where necessary, revised at a meeting(s) of the CCG. Each time this plan is revised, it must be forwarded to Council for approval of major changes. However, revisions to the Appendices and minor administrative changes can be made without re-submitting the plan to Council.

It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Community Emergency Management Coordinator forthwith, of any revisions to the appendices or administrative changes.

In particular, the plan will be sent to the County of Lambton so that the County may update its central registry of local emergency response planning information, and also ensure that the appropriate County officials are listed as contacts in this Plan.

DECLARATION OF AN EMERGENCY

Declaration of an Emergency

The Mayor or designated Alternate of the Municipality has the legislative authority, under the provisions of the Emergency Management and Civil Protection Act, and is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group. When considering whether to declare an emergency, a positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

- Is the situation an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does, or might, the situation require assistance from the Federal Government (e.g. military equipment)?
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, or natural gas incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from the municipality?
- Will Brooke-Alvinston be receiving evacuees from another municipality?
- Are volunteers assisting?
- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require Provincial support of resources?

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- Does the situation pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment, supply of goods or medical care)?
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?
- Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?
- Is it possible that a specific person, corporation, or other party has caused the situation?

Upon declaring an emergency, the Mayor or designated Alternate will complete the Declaration of an Emergency Form and will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services (*by fax; follow-up with telephone call*)
- Municipal Council
- Municipal residents
- County of Lambton
- Neighbouring community officials, if required
- Local Member of the Provincial Parliament (MPP), if required
- Local Member of Parliament (MP), if required
- Ministry of Municipal Affairs, if required

An emergency declaration is not required prior to any municipal personnel taking actions under this plan to protect the lives, health, safety, and property of the inhabitants of the Municipality. An emergency declaration, however, can often encourage greater public compliance, and the understanding of the severity of an emergency situation.

Termination of an Emergency

A community emergency may be terminated at any time by:

- The Mayor or designated Alternate
- Municipal Council
- Premier of Ontario

When terminating an emergency, the Mayor or designated Alternate will complete the Termination of a Declared Emergency Form by fax, and follow-up with a telephone call, and will notify the same agencies that were notified of the emergency.

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Requests for Assistance

1. County of Lambton Assistance

The County of Lambton has a substantial emergency response capability in terms of equipment and manpower and will provide assistance to local municipalities in the event of an emergency.

The County of Lambton will provide assistance based on the needs of the Municipality. Assistance may range from the provision of a single piece of equipment to direct co-ordination of all emergency response between the County of Lambton and the Municipality of Brooke-Alvinston.

Assistance may be requested from the County at any time by contacting the County Warden, the CAO or any other member of the County Control Group. The County Control Group member who receives the formal request will contact the County Emergency Management Coordinator to advise the remainder of the County Control Group should be notified to assemble as per the telephone call-out protocol.

The request shall not be deemed to be a request that the County assume authority and control of the emergency. The County of Lambton is neither empowered to declare an emergency nor to direct the activities of lower tier municipalities in responding to an emergency, unless the municipality involved requests the assistance.

2. Provincial Assistance

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting OFMEM. If an emergency is declared, OFMEM will normally deploy a Field Officer to the local Emergency Operations Centre to assist the community with the emergency response. The Field Officer will be the link between the municipality and the Province for both Provincial, and if necessary, Federal assistance.

3. Mutual Aid/Assistance Agreements

Mutual aid/assistance agreements ensure that there is aid available to effectively manage an emergency. Aid provided may include services, personnel, equipment and materials. Mutual aid/assistance agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions of the request at the time of an emergency and may request, offer or receive, assistance according to the predetermined and mutually agreeable arrangements. The Municipality of Brooke-Alvinston has a mutual aid / assistance agreement with the Township of Dawn-Euphemia.

(Please see Appendix F-Mutual Aid / Assistance Agreements)

The request or response to a request of a neighbouring municipality is the responsibility of the Administrator-Clerk. The request to execute the County of Lambton Fire Mutual and Automatic Aid Plan and Program will be the responsibility of the municipal Fire Chief or County Fire Coordinator. The request for such assistance and execution of a mutual assistance agreement will be made in consultation with the Emergency Control Group.

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EMERGENCY RESPONSE

Incident Management System (IMS)

A standardized approach to emergency management ensures a consistent, coordinated and controlled approach to decision-making, identifying objectives, establishing incident priorities, integrated response, managed resources and provides life-safety for responders and the community. The organizational structure of an Incident Management System should be adaptable to any incident regardless of type or complexity. Any Incident Management System used during an emergency must be expandable and easily applied to small routine incidents up to and including large multi-agency operations.

Common Terminology: In order for an IMS structure to succeed, terminology for the organizational elements must be standard and consistent. Common names for all resources should be used within IMS and any resource that varies in capability must be clearly identified. The Command post, incident base and staging areas should all have common identifiers.

Modular Organization: The IMS organizational structure builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, three to four separate sections can be developed, each with its own responsibilities, i.e. Operations, Planning, Logistics, and Administration. If one individual can manage all the areas, no further organization is required. If one or more of the areas requires independent management, an individual is named to be responsible for that area.

Integrated Communications: All communication between organizational elements at an incident should be in plain English.

Unified Command Structure: Unity of Command exists within a unit, i.e. EMS Incident Coordinator reports to the First Responder Lead who reports to the Operations Chief. Incidents can be multi-jurisdictional requiring cooperation of several agencies under a single command. The unified command structure enables single directional objectives and maximum resource utilization.

Consolidated Action Plans: Every incident requires an action plan when:

- multiple-agency resources are used
- multiple jurisdictions are involved
- the incident is large and requires staging and triage
- there will be changes in equipment or personnel

The emergency site team decides on mitigation strategies and tactics to limit the threat to people, property and the environment at the emergency site.

Manageable Span-of-Control: Each individual should supervise a maximum of seven personnel; however an ideal ratio is 5:1. The nature of the incident, hazards, and distances between IMS elements influences control. Anticipate change and be prepared.

Incident Facilities: Incident facilities include the following:

- Emergency Operations Centre
- On-site Command Post

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- Staging areas
- Triage area
- Resource storage
- Morgue

Comprehensive Resource Management

Resource management, consisting as a single unit or a team, ensures maximum resource utilization while minimizing the response of private citizens. It allows for consistent tracking and evaluation, ensures safety and minimizes risk, and supports effective communication.

Operations:

- Conducts front line/tactical operations to carry out the plan
- Develops tactical objectives
- Organizes and directs resources

Planning:

- Assess immediate impact of the emergency
- Collects and evaluates information and intelligence
- Maintains resource status
- Address long-term consequences of the emergency
- Establishes plans for recovery/return to normal operations

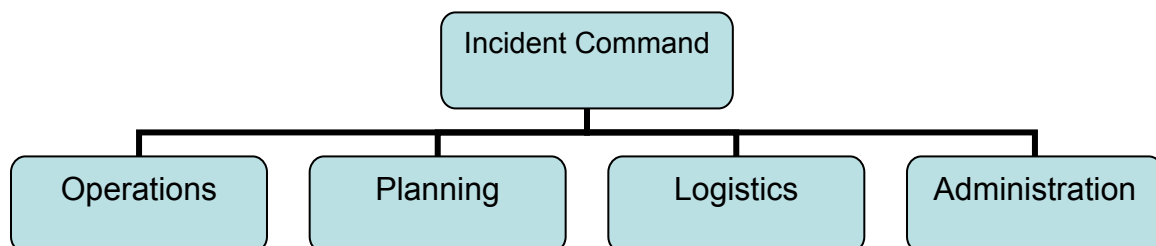
Logistics:

- Supports Operations
- Coordinate resources and services to meet the needs of the incident and the organization

Administration/Finance:

- Monitors costs related to the incident
- Provides accounting
- Procurement
- Time recording and cost analyses
- Administrative support for the IMS organization
- Seek disaster financial assistance

IMS Key Management Organization



Incident Command Appointment: The Incident Commander is appointed by the Community Control Group, and is usually the Incident Coordinator from the lead emergency response agency. Once appointed, he/she assumes responsibility for overall coordination of all operations at the emergency site, but no longer command of any

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specific response organization. Each emergency response organization will have a Chief or Incident Coordinator at the emergency site, which will then liaise with the Incident Commander.

Transfer of Command: To relieve the Incident Commander, the Community Control Group or Incident Commander will appoint the Second in Command as the Incident Commander, as required.

Authority of the Incident Commander:

- Call meetings of the Chiefs or Incident Coordinators to share information, establish common goals, objectives and prioritize limited available resources where required
- Mediate conflicts between emergency responders and contact the Administrator-Clerk / Alternate at the Emergency Operations Centre if they are unable to resolve the issue
- Request assistance from responding organizations and/or the Community Control Group for communications, resources and other site management tools
- Request additional resources for the Emergency Site through the Administrator-Clerk and other members of the Community Control Group

Responsibilities of the Incident Commander:

- Assess the situation
- Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency situation
- Establish an incident command post
- Consult and coordinate with Chiefs to establish an inner and outer perimeter around the emergency site as required
- Ensure that all are aware of personnel, material and human resources available to mitigate the emergency situation
- Ensure the health and safety of all persons at the emergency site
- Maintain a communications link with the Administrator-Clerk at the Emergency Operations Centre
- Coordinate the activities of the Chiefs or Incident Coordinators
- Coordinate with key personnel and officials
- Appoint an On-site Media Spokesperson upon consultation with the Senior Municipal Officer and the Community Control Group, as required
- Appoint a scribe as needed
- Ensure that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common objectives and determine what additional resources may be required
- Understanding the laws and policies that may be considered during management of recovery of the emergency

Emergency Site Set-Up

All response operations within the outer perimeter are the responsibility of the emergency site team.

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All response operations outside the outer perimeter are the responsibility of the Community Control Group.

Upon implementation of the Emergency Response Plan, it is crucial to ensure that timely and accurate communications are established between the emergency site and the Emergency Operations Centre. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

Radio communications are least susceptible to damage or interruption in time of emergency. A radio relay dispatch system set up between the emergency site and the operations centre as well as radio communication with other communities will ensure that outside agencies will be well informed of the status of the emergency.

Telephone landlines may be used as a means of communication but the Emergency Operations Centre will require a number of lines and instruments to ensure good information flow and to protect against possible system failures.

In addition, the Amateur Radio Emergency Services (AERS) may be available to provide support communications or emergency communications should other forms fail.

Other forms of telecommunication such as cellular phones, fax machines, email, and internet may be used to supplement or enhance emergency telecommunications between the Emergency Operations Centre, the emergency site, outside agencies, and other communities. Care will be required when using alternate forms of communication to ensure security of information being disseminated. Cell phones are not recommended as a form of emergency communication. However, if cell sites are operating and functional, this form of telecommunications may be used to enhance emergency operations. It should be noted that this form of communication is not very secure.

Each agency in the Emergency Operations Centre communicates with its respective coordinator/supervisor at the emergency site. Although the coordinators/supervisors maintain open communication with their dispatch centre, strong channels are developed between the site coordinators/supervisors and the Community Control Group.

COORDINATION WITH OTHER AGENCIES

Provincial Chemical, Biological, Radiological, Nuclear, Explosion (CBRNE) Response Team and Heavy Urban Search and Rescue (HUSAR) Team:

Teams may be activated through the County Fire Coordinator, subject to the following conditions being met:

- The local municipality has responded but has insufficient resources or capability to effectively deal with or resolve the situation
- Appropriate resources available throughout the County are also insufficient to effectively deal with or resolve the situation
- The Fire Coordinator, or alternate, for the County has verified that the two conditions above have been met
- The municipality has declared an emergency, or is in the process of doing so

A "significant emergency" is defined as:

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- A large-scale or complex natural or human caused chemical, biological, radiological, nuclear, natural gas or explosion emergency, or
- A large-scale or complex natural or human emergency caused by heavy urban search and rescue emergency

To request the assistance of the teams, the Fire Coordinator contacts the Provincial Operations Centre and provides information about the emergency, including the exact location.

Once it has been determined by the Provincial Operations Centre that the incident in question is a “significant emergency” and that the conditions listed above have been met, appropriate approval will be given to deploy the resources of one or more of the teams to the scene.

Concurrently, the Provincial Operations Centre will contact the Ontario Fire Marshal to request that its support personnel and equipment be deployed. The Provincial Operations Centre will also deploy the Provincial Emergency Response Team (PERT) to provide advice and assistance to community officials. If necessary and appropriate, the OPP Provincial Emergency Response Team will also be deployed.

A fire department may have to respond to incidents that are not “significant emergencies” but that nonetheless are beyond the fire department’s capabilities and require additional resources. In these situations, the Fire Coordinator may contact the Ontario Fire Marshal to request technical and/or equipment support in order to potentially resolve the situation.

The Ontario Fire Marshal may in turn request specialized technical expertise from the memorandums of understanding partners or other sources of assistance to help the local response.

The Provincial Emergency Operations Centre (PEOC) can be reached by calling – **1-866-314-0472** or by Email at peocdo01@ontario.ca

Emergency Medical Assistance Team (EMAT)

The Emergency Medical Assistance Team can provide the services of a 20-bed, acute care field unit in any community in which the local healthcare system is unable to manage a large number of patients due to a health emergency caused by a severe respiratory illness. It can be deployed within 24 hours to any community in the province with road access if the set of conditions and criteria below are met:

Conditions to be met prior to requesting EMAT:

- Emergency is focused on a severe respiratory illness
- Code Orange invoked by hospital
- Municipal Emergency Response Plan implemented
- Efforts to transfer patients out of hospital/region as appropriate have been, or will rapidly become, inadequate
- Resolution of emergency is predicted to be greater than 6 hours + EMAT response and travel time

Criteria for deployment of EMAT:

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- Local hospital and regional acute care resources overwhelmed by emergency defined by:
- Labour availability inadequate to meet requirements
- Physical resources overwhelmed
- Other mitigating factors
- Single hospital community
- Length of emergency and impact on local health services and resources
- Community infrastructure unable to meet demands
- Local hospital and regional acute care resources physically incapacitated by emergency and unable to care for current and/or anticipated in-hospital acute care patients
- Volume of patients cannot be managed

Process for Implementation: Local hospital contacts the Ministry's OFMEM 24 hour hotline: **1-866-212-2272**

Spills Action Centre:

The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined as releases of pollutants into the natural environment and to the municipality when they cause or are likely to cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Injury or damage to property or animal life
- Safety risk
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

If there is a spill or other environmental emergency, the Spills Action Centre can be reached at: **1-800-268-6060**

CANUTEC – Canadian Transport Emergency Centre Technical Support:

CANUTEC staff does not go to the site of an incident regarding the transportation of dangerous goods. Advice and information are provided by telephone regarding:

- Chemical, physical and toxicological properties and incompatibilities of the dangerous goods
- Health hazards and first aid
- Fire, explosion, spill or leak hazards
- Remedial actions for the protection of life, property and the environment
- Evacuation distances
- Personal protection clothing and decontamination

The CANUTEC 24 hour emergency support centre can be reached at: **613-992-4624**

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Public Safety and Emergency Preparedness Canada:

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre (PEOC).

Ontario Disaster Relief Assistance Program (ODRAP) – Ministry of Municipal Affairs and Housing:

ODRAP is intended to alleviate some of the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged during a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and “necessities of life”. ODRAP provides assistance when damages are so extensive that they exceed the financial resources of affected individuals, the municipality or community at large, but does not cover damages to privately owned, non-essential property, nor to essential property where private insurance is normally available.

The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” for the purposes of the ODRAP program. The municipal council asking for assistance under the ODRAP program must adopt a resolution outlining the following:

- The municipality’s request for a disaster area declaration.
- Whether all or a specified portion of the municipality is to be declared a disaster area.

The request for a disaster area declaration must be submitted to the Minister of Municipal Affairs and Housing within 14 working days of the date of the disaster. Further ODRAP information, procedures and application documentation is available from the CEMC.

Neighbouring Municipalities:

Neighbouring municipalities to the Municipality of Brooke-Alvinston have and are ready to implement their emergency plans, as required.

Canadian Red Cross:

Emergency Evacuation Centres may be set up and managed by the Canadian Red Cross – Sarnia-Lambton Branch.

The Canadian Red Cross will be responsible for:

- Registration and Inquiry
- Personal needs
- Food and Beverage Centre
- Clothing & Lodging Centre

211 Ontario:

211 Ontario is a telephone and website service that provides information to the public about community and social services in Ontario. The service operates 24/7/365 and is available in 175 languages. This service has been available to Lambton residents since 2011.

Additionally, some 211 Call Centres also serve as municipal Public Inquiry Centres during emergencies. The ability of 211 to effectively handle non-emergency inquiries

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from the public about such topics as emergency shelters, assistance, donations and volunteering, has been proven during several major events.

Authorized municipal representatives wishing to activate 211 during an emergency will contact the appropriate Call Centre in accordance with the protocols set out by 211 Ontario, and detailed in the **211 Emergency Activation Protocol**. 211 should only be activated for significant events that threaten public safety and are likely to generate numerous telephone inquiries from the public.

The decision to activate 211 during a municipal emergency will require the approval of either the Community Control Group, Mayor, Deputy Mayor, or the Administrator-Clerk. With that approval, the Emergency Information Officer (or Alternate) or Community Emergency Management Coordinator (or Alternate) will formally request that 211 Ontario activate emergency protocols to handle non-emergency inquiries from Brooke-Alvinston residents. The EIO (or designate) will typically be responsible for coordinating with 211 Ontario during the course of the emergency.

In an emergency, the municipality will have the authority and responsibility to contact 211 and to provide all required information and messaging.

In an emergency managed by the Municipality of Brooke-Alvinston, information and messaging will be coordinated by the Township, in consultation with affected stakeholders. The Township may also request that the County assist with managing emergency information.

Victim Services:

Victim Services is a community based service, which is dedicated to providing short term emotional support, practical assistance and community referral to victims of crime, trauma and tragic circumstances in partnership with community and emergency services. Community volunteers provide for the victim's immediate needs and supply referrals to existing community services if longer term care is required.

Victim Services will be contacted through local emergency services (police, fire or ambulance).

Amateur Radio Emergency Service (ARES):

ARES can provide radio links between the Emergency Operations Centre, Evacuation Centres and the Emergency Site, as well as locations such as local hospitals that may be affected by land-line and/or cell phone system failure. Since communications are such a critical part of a successful response, ARES should be contacted immediately if conventional communications are not available. Their contact information can be found in Appendix A – Confidential).

St. Clair Region Conservation Authority (SCRCA):

The SCRCA office is located in Strathroy and they manage the Sydenham River watershed and 13 smaller watersheds draining directly in Southern Lake Huron, the St. Clair River and Northeastern Lake St. Clair.

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The Conservation Area implements programs to reduce the risk to life and property from flooding and erosion; water and land stewardship; forestry; wildlife habitat creation and outdoor recreation.

VOLUNTEER MANAGEMENT

Definition – Community Volunteers are people not attached or associated with a formal organization or recognized support group such as the Red Cross, St. John Ambulance or the Salvation Army.

Community Volunteers and Additional Resources – Under certain circumstances it may be necessary to issue appeals to the public for volunteers with certain skills to assist in controlling an emergency. This should not be done until all available municipal personnel or members of recognized support groups with similar skills have been called upon, and then only under the authority of the Head of Council.

The Community Control Group will determine the number of volunteers required, their skills, tools to be brought, and the assembly point to which they are to report. The appeal is written by the Emergency Information Officer in consultation with the Community Control Group to be provided to the media in a clear and consistent manner.

The Emergency Information Officer will also write a cancellation broadcast as soon as the required number of volunteers has enrolled. All volunteers must register for insurance coverage purposes and to be dispatched to the area where they are required.

PUBLIC SAFETY

Evacuation – takes place when it is determined by the Community Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e. more than 24 hours). Municipal employees/incident commanders would recommend mandatory evacuation to the Community Control Group when there is an absolute need to evacuate an area on a large scale, or for a long period of time during an emergency.

When to Evacuate – The logistics of evacuating a segment of the community is usually overwhelming. The Community Control Group must evaluate the following criteria before making the decision to conduct an evacuation:

- In there enough time to evacuate the affected area? This includes notifying the citizens, setting up a reception centre, activating additional resources.
- Is the problem likely to escalate?
- What would the impact be if it does?
- Are toxic gasses involved?
- How long is the incident likely to continue?
- What are the existing resources?

Public Notification – The Municipality may utilize a phone fan-out process which builds on community ties to inform as many people as possible within the community of an Evacuation. Additionally, door to door canvassing by means of loud microphones on both police and fire vehicles and knocking on doors will be conducted to direct people as to what to do and where to go.

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How to Evacuate – The following evacuation steps should be completed by the Community Control Group:

1. Assess the situation
2. Consider possible escalation of the situation
3. Make the decision to evacuate
4. Decide what the evacuation parameters are
5. Determine which pre-approved Emergency Evacuation Centres are going to be used.
6. Activate the Emergency Plan to set up the Evacuation Centres
7. Establish communication with the Evacuation Centres
8. Prepare a Public Notification news release
9. Notify the local radio and TV stations to broadcast the Public Notification News Release
10. Conduct follow-up actions

Roles and Responsibilities of the Community Control Group – In addition to the roles and responsibilities described in this Emergency Response Plan, the Emergency Control Group is also responsible for the following in regards to an evacuation:

- Advise the Mayor as to whether the declaration of an emergency and a mandatory evacuation is recommended
- Arrange for services and equipment from local agencies, service clubs, etc.
- Decide to evacuate buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source
- Arrange for accommodation and well-being, on temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency
- Determine if additional transport is required for evacuation of transport of persons and/or supplies
- Ensure pertinent information for dissemination to the media and public
- Establish a reporting and inquiry call-in centre to handle individual requests for information concerning any aspects of the emergency
- Advise the Mayor when and why to terminate an emergency /evacuation order

Evacuation Centre Operation – The Evacuation Centre will be set up and managed with assistance from the Canadian Red Cross. When a decision is made to open the Evacuation Centre, the Administrator-Clerk will require the following information:

- The nature and extent of the disaster
- The anticipated number of evacuees
- The location of the Evacuation Centre
- The expected duration of the evacuation

Essential services provided at the Evacuation Centre may include:

- Registration and Inquiry
- Personal needs
- Food and Beverage Centre
- Clothing & Lodging Centre
- First Aid & Security

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The media will not be allowed in the Evacuation Centre for the sake of privacy and security of the evacuees. Media will be directed by the Emergency Information Officer to an appropriate media conference site.

Shelter-in- Place

When to order Shelter-in-Place – Shelter-in-Place should be ordered when:

- The situation will be short lived, such as a toxic vapour cloud passing over the community
- The law of averages suggests loss of property and life will be less if people are not centralized, such as during a tornado
- Time is not available
- The velocity of the wind is high and the direction is well defined

How to Shelter-in-Place – The following instructions should be provided to the public during a shelter-in-place order:

- Go indoors and stay there
- Close all outside doors and every door inside the building
- Close all windows
- Seal the cracks around the doorways with wide tape and a rolled damp towel at the floor space
- Tape a piece of plastic over the window to seal it
- Do not use bathroom or kitchen vents
- Set thermostats to ensure that air conditioners, furnaces and hot water heaters will not turn on
- Do not use fireplaces; close all dampers
- Do not operate clothes dryer
- Shelter in an inside room away from the windows and doors, if possible
- Stay tuned to local television or radio stations for information
- Do not leave the building until told to do so
- Do not use the telephone; you may tie up the phone lines

EMERGENCY INFORMATION

Introduction – Upon implementation of the Emergency Response Plan, it will be important to coordinate the timely release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency. In order to fulfill these functions during an emergency, the following Emergency Information Team will be established as required:

- Emergency Information Officer (Treasurer)
- On-site Emergency Information Officer (to be appointed by the Community Control Group as required)
- Media Spokesperson
- On-site Media Spokesperson (to be appointed by the Incident Commander as required)

The Lambton OPP has a designated Media Relations Officer that will be available on request. Other assistance may be available from OFMEM.

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EMERGENCY RESPONSE PLAN

Approval of Emergency Information – New releases, media advisories, and updates regarding the emergency will be drafted by the Emergency Information Officer. All media information must have final approval from the Community Control Group before distribution. Technical information (i.e. fact sheets) does not require pre-approval from the Community Control Group. However, hardcopies or emails of this documentation must be provided to the Emergency Information Officer to be forwarded to the Community Control Group and other stakeholders for their information.

Audiences – During an emergency there are a number of internal and external audiences that will require information. The following is a listing of those audiences that may require specific information during an emergency. It is important to consider the audience that is to be targeted when preparing and disseminating information.

Internal Audiences:

- Incident Commander
- First Responders
- Council & Staff

External Audiences:

- Evacuation centres, shelters, Family Information Centres
- Provincial government – OFMEM
- County/other municipalities in Lambton
- Members of Parliament and Provincial Parliament
- Families of Municipal staff and first responders
- General public
- Media
- Local business
- Non-government agencies and volunteer organizations

Communications Flow -

- **Internal Communication Flow** – It is the responsibility of the Community Control Group to provide information to Incident Commanders with respect to decisions being made in the Emergency Operations Centre and to ensure that the Incident Commander is aware of the information that is being sent out to the external audiences. Each member of the Community Control Group is responsible for ensuring that decisions and actions being made and taken by the Community Control Group are conveyed to their staff both at the site and off site.
- **External Communication Flow** – A primary function of the Community Control Group is to gather and manage information during an emergency. Information will be gathered during Operation Cycle meetings at the Emergency Operations Centre, from the site, and by monitoring media reports to ensure that the information being conveyed is accurate. Where necessary, the general public will be notified by a press conference or news release. Note that all senior officials must clear all news releases regarding death or criminal activity from the Ontario Provincial Police.

Distribution of Emergency Information – Emergency information products and practices that can be used to distribute information to the media and public include:

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Media Advisories – brief messages or announcements, such as the time and location of an upcoming news conference.

- News Releases – key information about the incident or emergency.
- Fact Sheets – pre-written detailed information provided about the Municipality's Emergency Management Program, the history of emergency events in the area, etc.
- Websites - an excellent means to update a large portion of the public in a minimal amount of time.
- Citizen Inquiry Line – provides members of the public with a phone number to call in order to get more information.
- Media scrums – informal briefings provide to the media by the Media Spokesperson.
- News Conferences – formal and moderated meeting between key officials/Media Spokespersons and the media.
- Newsletters – direct mailings to the public.
- Information Phone Line – Citizen Inquiry Phone Line established to directly answer the public's questions.

Emergency Information Centre – Emergency information related to routine or non-complex incidents can generally be handled from an emergency site or other municipal offices by the Emergency Information Officer. However, large-scale and or complex incidents and emergencies may necessitate establishing an Emergency Information Centre, directed by the Emergency Information Officer. Depending on the full scope of the emergency, there will possibly be a need to establish two Emergency Information Officers, and the other will be near, but not at the Emergency Operations Centre.

EMERGENCY RECOVERY PLAN

Introduction – It is the responsibility of the Community Control Group to establish a Post- Emergency Recovery Committee, of which its role is to return the community and its citizens to its pre-emergency state as much as possible. The Emergency Recovery Plan will be activated at the direction of the Community Control Group, consistent with the Emergency Response Plan, normally occurring once the immediate response to the emergency has been completed. It is possible to be undertaking emergency response and recovery measures simultaneously. Recovery efforts may be initiated while a state of emergency is still in effect. Generally, the lead agency of the emergency will remain the lead agency of the recovery. Recovery shall be addressed by Human Needs, Infrastructure, and Financial. Subcommittees will be formed to address these issues, as required.

Responsibilities of Post-Emergency Recovery Committee – Roles and responsibilities of the Post-Emergency Recovery Committee are as follows:

- Appoint a Committee Chair
- Establish the following subcommittees:
 - Human Needs
 - Infrastructure
 - Financial
- Establish a committee operating cycle
- Ensure that Municipal elected officials and the public are informed of the status and activities of the recovery process

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- Ensure that Senior Municipal Officials from neighbouring municipalities are kept abreast of recovery activities that may have an impact on those municipalities, or other municipalities whose resources may be required
- Receive information from, and providing direction to the Recovery subcommittees to ensure necessary services are provided and being coordinated
- Provide recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval
- Ensure continuity of mandated services to those residents not affected by the emergency
- Decide on the termination of recovery activities and the wind-up of Recovery subcommittees
- Prepare a final report on the recovery phase of the emergency for submission to Council
- Make recommendations for amendments to this recovery plan

Human Needs Subcommittee

Human needs will be addressed by the establishment of the Human Needs Subcommittee, lead by Administrator-Clerk. Other members of the Human Needs Subcommittee could include representatives from Public Health, Business Development Centre and Red Cross. Roles and responsibilities of the Human Needs Subcommittee are as follows:

- Assist displaced citizens to located housing and have utilities connected
- Coordinate storage and distribution of donated materials
- Ensure special needs of the population are met
- Ensure health standards are maintained throughout the community
- Coordinate counselling
- Work with business/industry to ensure that employment opportunities are restored soon as possible
- Ensure mail services to those within affected area
- Provide secure storage for residents' property as required
- Assist with transportation coordination in an appropriate manner
- Coordinate with other recovery committee activities
- Maintain financial records for committee activities
- Prepare report on activities, together with recommendations for amendments to the Emergency Management Plan and the Emergency Recovery Plan

Infrastructure Subcommittee

Infrastructure requirements will be addressed by the establishment of the Infrastructure Subcommittee. The Community Control Group will appoint a subcommittee lead as appropriate to the nature of the emergency. Members of the Infrastructure subcommittee could include representatives from Public Works, Lambton Public Health, Emergency Site Team, County Building Department and the County Roads Department. Roles and responsibilities of the Infrastructure Subcommittee are as follows:

- Determine (based on Engineering advice) the extent of damage to municipal buildings, roads, bridges and utilities
- Upon request (with Engineering and/or Chief Building Official advice) provide information to property owners regarding extent of damage to homes and property

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- Ensure (with police) that access to unsafe areas is restricted
- Expedite demolition permits where appropriate
- Ensure residents are given opportunity to secure and/or remove personal property from damaged locations, when safe to do so
- Ensure traffic controls (lights and signage) are restored
- Ensure appropriate removal of debris and arranging for sorting and recycling as much as possible
- Ensure proper sanitation measures taken
- Recommend (if appropriate) the waiving of tipping fees at municipal landfill sites
- Ensure the safety of workers in the damaged area including volunteers
- Continue to work with utilities to permanently restore services
- Coordinate the use of volunteer labour to assist residents with clean up on private property
- Maintain financial records for committee activities
- Prepare report on activities, together with recommendations for amendments to the Emergency Management Plan and the Emergency Recovery Plan

Financial Subcommittee

Financial requirements will be addressed by the establishment of the Financial Subcommittee. The Community Control Group will appoint a subcommittee lead as appropriate to the nature of the emergency. Members of this subcommittee may include the Finance Manager, and Council Members. Roles and responsibilities of the Financial Subcommittee are as follows:

- Maintain accurate records of all emergency related expenditures
- Coordinate the required committees if ODRAP will be required
- If required, arrange to advance funds to those in need and arrange for recovery of these funds
- In the event of a human caused emergency, prepare and submit claim(s) against the individual or entity that caused the emergency
- Prepare claim for provincial and/or federal funding
- Analyze the impact of the emergency on the municipal budget
- Prepare insurance claims on behalf of the municipality
- Prepare report on activities, together with recommendations for amendments to the Emergency Management Plan and the Emergency Recovery Plan

Provincial and federal financial assistance should be sought through OFMEM.

Public Information

This plan assumes that the role with respect to Public Information and Media Coordination will continue during the recovery phase. It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery phase. During recovery, it is the responsibility of each Committee and Subcommittee Chair to ensure that information flows between the Post-Emergency Recovery Committee and its subcommittees to the Emergency Information Officer.

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POST EMERGENCY DEBRIEFING AND REPORT

The following multi-step debriefing process should begin once the emergency is terminated and the public has been informed.

1. Individual Organization Debriefing

The individual organization debriefing should be held as soon as possible after the termination of an emergency (within one-two weeks). Each municipal, provincial, federal, volunteer organization and others should conduct a debriefing with their own staff that participated in the emergency response. The debriefing should include a cross section of representatives from all branches within the organization as well as varying levels of seniority. A report should be prepared based on information shared at the meeting. Some of the points that should be covered in the report are listed in Section 3. below.

2. Joint Debriefing

The joint debriefing should be within one to two weeks of the individual organization debriefing. All key organizations involved in the emergency response should participate. All members of the Community Control Group should be invited. Each organization should make their report based on their debriefing ensuring the following points are covered in their report.

- a. Report by _____;
- b. How the response was organized/managed by the individual organization;
- c. Issues/Problems/Concerns/Lessons Learned/Positive Lessons and Experiences;
- d. Recommendations/Actions Required;
- e. Follow-up Action Assigned to _____;
- f. Summary / Conclusions.

3. Post-Emergency Report

Once the debriefings are completed, a report combining the individual organization and joint debriefing comments and recommendations should be compiled considering the following topics.

- a. Introduction;
- b. Overview of the emergency and how it affected your organization "The facts"
- c. A description of your emergency management organization (including reporting, structure, who was in charge, etc.);
- d. Roles and responsibilities for key participants;
- e. Telecommunications;
- f. Emergency public information;
- g. Common problems/ issues/ lessons learned (including positive lessons)
- h. Recommendations/ actions required/ Who is assigned to take necessary actions;
- i. Summary / Conclusions;
- j. Suggested Annexes – newspaper clippings, media releases, reports from individual organization and joint debriefings, list of participants.

4. Follow-Up Meeting to Debriefing

This meeting should be held within two months following the Joint Debriefing in order to review the progress on the recommendations identified in the debriefings and the

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report. Such meetings should be held until such time as all issues have been satisfactorily addressed.

5. Emergency Plan Update

This Emergency Response Plan should be updated after any emergency to reflect any recommendations from the above reports.

6. MOST IMPORTANT OF ALL!!!

THANK ALL WHO PARTICIPATED IN THE EMERGENCY. A formal written Thank You should be sent to each individual and group.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Tenders for Firehall and Inwood Canteen Improvements
Meeting: Council - 09 Dec 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That a Councillor(s), Fire Chief, Public Works Manager and Treasurer be authorized to open, review and approve the tenders submitted for work to be done on the Alvinston Firehall under the ICIP COVID Grant in the absence of a Council meeting and to keep the project(s) progressing in a timely manner.

Background:

An application was sent in under the ICIP:COVID Stream - Local Government Intake for upgrades to the Municipal Fire Station and Municipal Washroom (Inwood) and was subsequently approved.

Comments:

The tender for the Firehall closes Dec. 10th. The work for the Inwood washroom is multi trade and we hope to piece it out, in accordance with the procurement policy accordingly. Approval to do the work outside of a tender will need to be submitted to the federal government to request a sole source procurement exemption. The reason for the request is that the estimated value is below \$40,000 for construction or goods contracts, or \$100,000 for service contracts;

I wish to not be involved in the opening of the tenders as my spouse is a contractor and could potentially submit a bid on either project.

Financial Considerations:

The Federal Government is contributing 80% of the funding, the provincial government is submitting 20%. Total funding received is in the amount of \$100,000.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Proposal for Shared Contribution to the cost of the Capital & Operation of the BAICCC
Meeting: Council - 09 Dec 2021
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That staff be directed to commence discussions with local municipalities for the implementation of a user fee for non residents enrolled in an organized sport in Brooke-Alvinston.

Background:

Administration is continually looking for efficiencies for the Municipality. We are seeking Council's direction in pursuing a partnership / agreement with surrounding municipalities (with / without) a recreation centre to access the Brooke-Alvinston-Inwood Community Centre Complex.

Comments:

Currently there are no agreements in place for residents in the communities (with / without an arena) to use the BAICCC facility. The Municipality has been subsidizing the costs of area users.

Agreements are common in other Municipalities that have an arena and are used by residents in Municipalities without an arena. For example, Chatham-Kent has an agreement with Dawn-Euphemia for residents that access the Bothwell and Dresden arenas. Petrolia has an agreement with their surrounding area municipalities and charge a specified fee per registered user from an outside municipality that does not have an arena.

The costs billed to these municipalities go towards the operation of the facility and therefore the operating costs are not borne entirely by the residents that have the facility in their municipality.

Data was requested from the ELMHA and the Brooke-Alvinston Skating Club as to numbers of non residents that are registered users of the BAICCC arena. ELMHA was able to confirm numbers from enrollment papers. The Skating club had postal codes only so some numbers may not be exact as shown below.

	<u>ELMHA</u>	<u>BA Skating Club</u>
Dawn-Euphemia	6	3
Southwest Middlesex	18	7
Aldelaide Metcalfe	5	6
Enniskillen:	2	8

Plympton Wyoming:	1	1
Lambton Shores:	1	1
Petrolia		11

While the arena resides in Brooke-Alvinston, in reality it serves a larger catchment area. Patrons from this area use the arena for figure skating, hockey, public skating and other recreational uses. The high usage from some areas is due to decreased enrollment in hockey and players left to search other arenas (such as Brooke-Alvinston) to play.

Collection of fees could be obtained with a property tax declaration information sheet signed at time of registration. This form would then be returned to the municipal office for analysis and municipalities invoiced according to numbers.

Financial Considerations:

Should Council approve this direction, a fee should be incorporated into the fees by-law. In researching, a common fee is \$100 / registrant invoiced to the municipality.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - November 2021
Meeting: Council - 09 Dec 2021
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for November 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 - November 2021](#)

2021.11.18 8.0 9759

MUNICIPALITY OF BROOKE-ALVINST

12-06-21

1:33PM

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0495	003073 AON CANADA INC	3640000034105 VFIS FEES 2021/2022 PREMIUM	11-23-21	11-23-21	4,037.04
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	NOV2021 SUNLIFE BENEFITS	11-01-21	11-01-21	3.82
01-0000-1051	003073 AON CANADA INC	3640000034105 VFIS FEES 2021/2022 PREMIUM	11-23-21	11-23-21	4,226.90
01-0000-1051	003277 DILIGENT CANADA INC.	INV322858 2022 MEETING MANAGER PRO	11-23-21	11-23-21	3,692.36
Account Total					7,919.26
01-0000-2293	000087 BMO NESBITT BURNS	NOV2021 EMPLOYEE RSP	11-26-21	11-26-21	1,632.00
01-0000-2426	002996 NANCY FAFLAK	NOV 2021 FOOD BANK PURCHASES	11-15-21	11-15-21	383.28
01-0000-2426	002800 KIM LEE	NOV2021 FOOD BANK PURCHASES	11-25-21	11-25-21	115.31
Account Total					498.59
Department Total					14,090.71
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	-425.00
Department Total					-425.00
GOVERNANCE					
01-0240-7303	002598 DAVID FERGUSON	NOV2021 PHONE-OCT, NOV, DEC	11-15-21	11-15-21	90.00
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2111 ROMA-MAYOR	11-23-21	11-23-21	452.00
01-0240-7399	002572 JANET DENKERS	NOV2021 DOOR PRIZE-LEGION RAFFLE	11-23-21	11-23-21	30.00
01-0240-7399	002620 ALVINSTON OPTIMIST CLUB	NOV2021 STAFF APPRECIATION	11-26-21	11-26-21	900.00
01-0240-7399	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	60.00
Account Total					990.00
Department Total					1,532.00
COUNCIL SUPPORT					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	NOV2021 SUNLIFE BENEFITS	11-01-21	11-01-21	1,093.27

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01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	71.48
01-0241-7325	000279 BMO BANK OF MONTREAL	0502677-2111 WESTERN GOVT CONF	11-23-21	11-23-21	25.00
Department Total					1,189.75
CORPORATE MANAGEMENT					
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA/ NOV2021	SUNLIFE BENEFITS	11-01-21	11-01-21	1,490.28
01-0250-7301	000279 BMO BANK OF MONTREAL	0502677-2111 PRINTER INK	11-23-21	11-23-21	303.05
01-0250-7301	000165 MANLEY'S BASICS	1111733 OFFICE SUPPLIES	11-05-21	11-05-21	67.79
01-0250-7301	000165 MANLEY'S BASICS	1111797 OFFICE SUPPLIES	11-05-21	11-05-21	18.19
01-0250-7301	000165 MANLEY'S BASICS	1112199 OFFICE SUPPLIES	11-15-21	11-15-21	18.46
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	346610 WATER	11-15-21	11-15-21	3.69
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	348014 OFFICE SUPPLIES	11-24-21	11-24-21	7.38
01-0250-7301	002889 STEPHEN IKERT	NOV2021 COFFEE	11-23-21	11-23-21	16.00
01-0250-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	4.84
01-0250-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	13.21
01-0250-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	10.15
01-0250-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	6.00
01-0250-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	9.86
01-0250-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	3.37
Account Total					481.99
01-0250-7302	003417 LOVERS ATWORK OFFICE FURNITURE	Q0004052-0 COUNCIL ROOM CHAIRS	11-15-21	11-15-21	2,562.73
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	57.74
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	247.90

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Account Total					305.64
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR311109 COPIER MAINTENANCE CONTRACT	11-05-21	11-05-21	84.89
01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	075498 WATER	11-05-21	11-05-21	180.76
01-0250-7309	000002 ENBRIDGE GAS / UNION GAS	31040 4-1021A NATURAL GAS HEATING	11-03-21	11-03-21	51.22
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	19019 IT SUPPORT	11-01-21	11-01-21	69.83
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	19050 IT LICENCING & SUPPORT	11-15-21	11-15-21	518.33
Account Total					588.16
01-0250-7325	000279 BMO BANK OF MONTREAL	0502677-2111 ONLINE CPA SEMINARS	11-23-21	11-23-21	561.61
01-0250-7340	000325 TECHNICAL STANDARDS & SAFETY AUTHORITY	6861599 ELEVATOR LICENCE	11-25-21	11-25-21	330.00
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	86553 MATS	11-15-21	11-15-21	39.54
01-0250-7340	000019 LONDON FIRE EQUIPMENT LTD.	A122996 FIRE EXTINGUISHERS	11-05-21	11-05-21	332.79
01-0250-7340	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	10.15
Account Total					712.48
01-0250-7399	000279 BMO BANK OF MONTREAL	0502677-2111 TAX DAY LUNCH	11-23-21	11-23-21	56.95
01-0250-7399	000279 BMO BANK OF MONTREAL	0502677-2111 SYMPATHY DONATION	11-23-21	11-23-21	50.00
Account Total					106.95
01-0250-7405	003353 BETTY MCKELLAR	NOV2021 OFFICE CLEANING	11-05-21	11-05-21	250.00
Department Total					7,376.71
FIRE SERVICES					
01-0410-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	15.80
01-0410-7301	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	20.00
Account Total					35.80
Department Total					35.80

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<u>FIRE STATION - ALVINSTON</u>					
01-0411-7117	003073 AON CANADA INC	3640000034105 VFIS FEES 2021/2022 PREMIUM	11-23-21	11-23-21	893.38
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	57.01
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	60.66
		Account Total			117.67
01-0411-7305	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	3.96
01-0411-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR248117 BFR POSTAGE	11-15-21	11-15-21	25.18
		Account Total			29.14
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	075408 WATER	11-05-21	11-05-21	230.58
01-0411-7330	000048 WATFORD HOME HARDWARE / CARIS HARDV	68470 DOOR TO DOOR SMOKE ALARM CMPN	11-23-21	11-23-21	63.26
01-0411-7340	002250 CPE SERVICES	21123 REPAIR LIGHT	11-15-21	11-15-21	196.44
01-0411-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	344005 FLAG	11-15-21	11-15-21	67.79
01-0411-7340	003364 R & C CLEANING	OCT-2021 FIREHALL CLEANING	11-01-21	11-01-21	120.00
		Account Total			384.23
01-0411-7345	000100 MCNAUGHTON HOME HARDWARE CENTRE	345598 SHOP SUPPLIES	11-15-21	11-15-21	7.89
01-0411-7351	000163 STEVE KNIGHT	OCT2021 LUNCH FOR FIREFIGHTERS	11-01-21	11-01-21	121.62
01-0411-7372	000100 MCNAUGHTON HOME HARDWARE CENTRE	344002 SHOP SUPPLIES	11-15-21	11-15-21	71.11
01-0411-7372	000100 MCNAUGHTON HOME HARDWARE CENTRE	345061 SHOP SUPPLIES	11-15-21	11-15-21	67.77
01-0411-7372	000214 KARL'S TRUCK SERVICE	W71199 REPAIR AIR TANK LEAK	11-15-21	11-15-21	275.38
		Account Total			414.26
		Department Total			2,262.03

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01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2224 MONTHLY POLICING	11-01-21	11-01-21	33,241.75
Department Total					33,241.75
PROTECTIVE INSPECTION & CONTROL					
01-0440-7420	003317 PICKFIELD LAW PROFESSIONAL CORPORATI	10899 NFP LEGAL FEES	11-15-21	11-15-21	113.00
01-0440-7470	002223 COUNTY OF LAMBTON	35405 BUILDING PERMITS	11-15-21	11-15-21	1,982.50
01-0440-7470	002223 COUNTY OF LAMBTON	35405 BUILDING PERMITS	11-15-21	11-15-21	297.54
01-0440-7470	002223 COUNTY OF LAMBTON	35406 INSPECTION FEES	11-15-21	11-15-21	195.00
01-0440-7470	002223 COUNTY OF LAMBTON	35406 INSPECTION FEES	11-15-21	11-15-21	39.90
Account Total					2,514.94
01-0440-7472	000175 VICKI KYLE	NOV2021 ANIMAL CONTROL SERVICES	11-15-21	11-15-21	885.72
Department Total					3,513.66
EMERGENCY MEASURES					
01-0450-7340	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	62.84
Department Total					62.84
RP - PATCHING COLD/HOT MIX					
01-0501-7301	000114 BATTLEFIELD EQUIPMENT	12169712 CUTOFF SAW, CART	11-26-21	11-26-21	979.71
Department Total					979.71
RUP - GRAVEL PATCH					
01-0516-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	130649 STONE	11-26-21	11-26-21	1,535.88
01-0516-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	130650 STONE	11-26-21	11-26-21	1,542.64
01-0516-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	130652 STONE	11-26-21	11-26-21	1,032.58
01-0516-7301	000104 JOHNSTON BROS. (BOTHWELL) LTD.	160651 STONE	11-26-21	11-26-21	1,029.72
01-0516-7301	003324 CHRIS REGIER TRUCKING	297CR STONE HAUL	11-17-21	11-17-21	5,140.82
01-0516-7301	003324 CHRIS REGIER TRUCKING	301CR GABION STONE	11-17-21	11-17-21	7,423.69
Account Total					17,705.33

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01-0516-7401	002840 JLH EXCAVATING INC.	E11325 PILE CONCRETE	11-17-21	11-17-21	2,782.63
Department Total					20,487.96
RB/C - CULVERT R & M					
01-0531-7301	003392 ADVANCED DRAINAGE SYSTEMS INC.	441114 CULVERTS	11-05-21	11-05-21	4,819.73
Department Total					4,819.73
RT&M - LINE PAINTING					
01-0546-7401	002223 COUNTY OF LAMBTON	35439 LINE PAINTING	11-17-21	11-17-21	2,575.60
Department Total					2,575.60
RT&M - LITTER/GARBAGE PICKUP					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0403516-0676-5 BIN RENTAL	11-05-21	11-05-21	135.95
Department Total					135.95
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-1121 HYDRO	11-15-21	11-15-21	19.98
Department Total					19.98
RT&M - DRAINAGE					
01-0554-7301	003004 TOM PARKS	211027A DRAIN FLUSH	11-17-21	11-17-21	421.63
01-0554-7301	003418 1123552 ONTARIO INC, BLACK ON TOP	216336 ASPHALT	11-17-21	11-17-21	3,084.51
01-0554-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	346253 CONCRETE	11-17-21	11-17-21	29.89
01-0554-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	346694 RENT SAW	11-17-21	11-17-21	56.50
Account Total					3,592.53
01-0554-7401	002840 JLH EXCAVATING INC.	E11336 EXCAVATOR	11-17-21	11-17-21	1,291.03
Department Total					4,883.56
OVERHEAD					
01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	NOV2021 SUNLIFE BENEFITS	11-01-21	11-01-21	2,989.13
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	97837 COVERALLS	11-05-21	11-05-21	156.95

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01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	98411 COVERALLS	11-15-21	11-15-21	156.95
01-0560-7125	000209 SCOTT LEITCH	NOV2021 WORK BOOTS	11-26-21	11-26-21	175.00
Account Total					488.90
01-0560-7150	000279 BMO BANK OF MONTREAL	0502677-2111 ROOM FOR TRAINING	11-23-21	11-23-21	128.10
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	122.15
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	120.27
Account Total					242.42
01-0560-7304	003136 NAPA GLENCOE	130-486775 MIRROR, SPRAY	11-26-21	11-26-21	190.62
01-0560-7304	003136 NAPA GLENCOE	130-487005 WW FLUID, CLEANER	11-26-21	11-26-21	48.26
01-0560-7304	003136 NAPA GLENCOE	130-489080 BRAKE KLEEN	11-17-21	11-17-21	45.97
01-0560-7304	003412 SURVEY SOLUTIONS INC	14090 METAL DETECTOR	11-05-21	11-05-21	960.50
01-0560-7304	000048 WATFORD HOME HARDWARE / CARIS HARDV	146187 BALLCOCK, TAPE	11-17-21	11-17-21	159.18
01-0560-7304	000048 WATFORD HOME HARDWARE / CARIS HARDV	146536 CUT OFF WHEEL	11-17-21	11-17-21	156.55
01-0560-7304	000100 MCNAUGHTON HOME HARDWARE CENTRE	348353 TUBE, STRAP	11-26-21	11-26-21	99.39
01-0560-7304	000168 WATFORD AUTO PARTS	5329-231020 CONNECTORS, HEAT SHRINK	11-26-21	11-26-21	30.62
01-0560-7304	002396 FASTENAL CANADA	ONST183336 PAINT, BLADES	11-23-21	11-23-21	357.65
01-0560-7304	002396 FASTENAL CANADA	ONST183407 FLAG, FILTERS	11-26-21	11-26-21	24.20
Account Total					2,072.94
01-0560-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	075589 WATER	11-05-21	11-05-21	94.86
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-1121 HYDRO	11-15-21	11-15-21	365.74
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	6362-1121 HYDRO	11-15-21	11-15-21	38.41
Account Total					499.01
01-0560-7310	000131 BEARCOM CANADA CORP	5282249 GPS	11-17-21	11-17-21	274.59

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01-0560-7340	000112 NUTECH PEST SERVICES	10362 PEST CONTROL	11-05-21	11-05-21	47.46
01-0560-7340	000112 NUTECH PEST SERVICES	10407 PEST CONTROL	11-26-21	11-26-21	47.46
01-0560-7340	000019 LONDON FIRE EQUIPMENT LTD.	A122998 MAINTENANCE	11-17-21	11-17-21	474.32
Account Total					569.24
01-0560-7341	000132 A-1 SECURITY SYSTEMS	155199 SECURITY SYSTEMS MAINTENANCE	11-05-21	11-05-21	121.36
01-0560-7398	000074 MACKENZIE OIL LIMITED	811757 FUEL	11-17-21	11-17-21	2,047.55
01-0560-7398	000074 MACKENZIE OIL LIMITED	811758 FUEL	11-17-21	11-17-21	4,583.26
Account Total					6,630.81
01-0560-7405	003353 BETTY MCKELLAR	NOV2021 OFFICE CLEANING	11-05-21	11-05-21	312.50
Department Total					14,329.00
06 STERLING PSD					
01-0601-7372	002008 VIKING CIVES	2703346 CABLE	11-26-21	11-26-21	98.68
01-0601-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	32193 SAFETY	11-05-21	11-05-21	1,104.28
01-0601-7372	000194 VALLEY BLADES LIMITED	SV051930 BLADES, SHOES	11-26-21	11-26-21	4,049.56
Account Total					5,252.52
Department Total					5,252.52
11 INTERNATIONAL					
01-0603-7372	003136 NAPA GLENCOE	130-488396 FILTERS	11-05-21	11-05-21	105.45
01-0603-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	32184 SAFETY	11-05-21	11-05-21	1,999.30
01-0603-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	8307 CYLINDER REPAIR	11-26-21	11-26-21	671.28
Account Total					2,776.03
Department Total					2,776.03
18 WESTERN STAR					
01-0604-7370	000074 MACKENZIE OIL LIMITED	0323691-IN DEF	11-17-21	11-17-21	187.68

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01-0604-7372	000070 RANDY'S MOTOR VEHICLE REPAIR	32198 SAFETY	11-05-21	11-05-21	1,118.29
Department Total					1,305.97
97 CAT GRADER					
01-0610-7372	000068 KAL TIRE	873109978 TIRE COLLECTION	11-26-21	11-26-21	364.12
01-0610-7372	000068 KAL TIRE	873110299 TIRE CHANGE OVER	11-26-21	11-26-21	746.55
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071379684 FILTERS	11-05-21	11-05-21	206.95
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071379685 ELEMENT	11-17-21	11-17-21	183.29
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071379828 LATCH	11-05-21	11-05-21	163.86
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071380386 FILTERS	11-05-21	11-05-21	118.79
Account Total					1,783.56
Department Total					1,783.56
21 - CAT 150-15AWD GRADER					
01-0611-7370	000074 MACKENZIE OIL LIMITED	0323691-IN DEF	11-17-21	11-17-21	187.68
01-0611-7372	000069 TOROMONT INDUSTRIES LTD	PS071380386 FILTERS	11-05-21	11-05-21	571.43
01-0611-7372	000069 TOROMONT INDUSTRIES LTD	PS071380387 FILTERS	11-05-21	11-05-21	396.25
Account Total					967.68
Department Total					1,155.36
17 FORD 4X4 Diesel					
01-0620-7370	000074 MACKENZIE OIL LIMITED	0323691-IN DEF	11-17-21	11-17-21	187.68
01-0620-7372	003136 NAPA GLENCOE	130-488396 FILTERS	11-05-21	11-05-21	74.62
01-0620-7372	000168 WATFORD AUTO PARTS	5329-229417 FILTER AND RETURN	11-05-21	11-05-21	35.47
01-0620-7372	000168 WATFORD AUTO PARTS	5329-229417 FILTER AND RETURN	11-05-21	11-05-21	-13.92
Account Total					96.17
Department Total					283.85
21 Dodge RAM 4 x 4 pickup					

Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0621-7370	000074 MACKENZIE OIL LIMITED	812329 FUEL	11-17-21	11-17-21	307.75
01-0621-7372	003136 NAPA GLENCOE	130-488396 FILTERS	11-05-21	11-05-21	19.13
01-0621-7372	003184 INVENTORY EXPRESS INC.	21-36617 OIL	11-26-21	11-26-21	24.17
Account Total					43.30
Department Total					351.05
19 FORD 4x4 PICKUP					
01-0622-7370	000074 MACKENZIE OIL LIMITED	812329 FUEL	11-17-21	11-17-21	307.76
01-0622-7372	003136 NAPA GLENCOE	130-488396 FILTERS	11-05-21	11-05-21	15.35
01-0622-7372	003184 INVENTORY EXPRESS INC.	21-36617 OIL	11-26-21	11-26-21	24.17
Account Total					39.52
Department Total					347.28
DEERE TRACTOR LOADER					
01-0630-7370	000074 MACKENZIE OIL LIMITED	0323691-IN DEF	11-17-21	11-17-21	187.68
01-0630-7372	000136 PODOLINSKY EQUIPMENT LTD	252262 FILTERS	11-17-21	11-17-21	45.34
Department Total					233.02
CAT BACKHOE					
01-0631-7370	000074 MACKENZIE OIL LIMITED	0323691-IN DEF	11-17-21	11-17-21	187.69
01-0631-7372	003136 NAPA GLENCOE	130-489079 FILTER CREDIT	11-05-21	11-05-21	-67.74
01-0631-7372	000069 TOROMONT INDUSTRIES LTD	PS071380385 FILTERS	11-05-21	11-05-21	646.19
Account Total					578.45
Department Total					766.14
SMALL ENGINE EQUIPMENT					
01-0634-7372	000114 BATTLEFIELD EQUIPMENT	12169712 CUTOFF SAW, CART	11-26-21	11-26-21	1,497.25
01-0634-7372	000136 PODOLINSKY EQUIPMENT LTD	260017 RING	11-05-21	11-05-21	21.40

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Vendor 000000 Through 999999

Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0634-7372	000136 PODOLINSKY EQUIPMENT LTD	260378 CUT WHEELS	11-05-21	11-05-21	78.15
Account Total					1,596.80
Department Total					1,596.80
BUSHOG					
01-0635-7372	003342 MELBOURNE FARM EQUIPMENT INC.	00095650 PARTS	11-17-21	11-17-21	233.09
01-0635-7372	003342 MELBOURNE FARM EQUIPMENT INC.	00095720 PARTS	11-17-21	11-17-21	285.54
Account Total					518.63
Department Total					518.63
PACKER & ROLLER					
01-0636-7372	000168 WATFORD AUTO PARTS	5329-231570 FILTER	11-26-21	11-26-21	10.36
Department Total					10.36
SWEEPER					
01-0637-7372	000041 DELTA POWER EQUIPMENT	P33392 BEARINGS, SHAFT	11-05-21	11-05-21	254.22
01-0637-7372	000041 DELTA POWER EQUIPMENT	P33470 SEAL	11-05-21	11-05-21	41.95
Account Total					296.17
Department Total					296.17
STREET LIGHTING - INWOOD					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-1121 HYDRO	11-15-21	11-15-21	548.75
Department Total					548.75
SANITARY SEWER SYSTEM					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	149.28
01-0810-7347	002932 EVOQUA WATER TECHNOLOGIES LTD.	905112347 Bioxide	11-17-21	11-17-21	2,395.60
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000226518 SLUDGE REMOVAL	11-05-21	11-05-21	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000226801 SLUDGE REMOVAL	11-17-21	11-17-21	437.31
01-0810-7432	000048 WATFORD HOME HARDWARE / CARIS HARDV	769864 CONCRETE	11-17-21	11-17-21	33.84
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	93225071 ALUMINUM SULPHATE	11-05-21	11-05-21	1,449.78

Accounts Payable

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0810-7432	000019 LONDON FIRE EQUIPMENT LTD.	A122995 MAINTENANCE	11-17-21	11-17-21	255.61
01-0810-7432	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	75.00
Account Total					2,688.85
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000015765 OPERATION	11-17-21	11-17-21	9,081.93
01-0810-7456	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000015726 CAPITAL PLAN & RATE STUDY	11-15-21	11-15-21	5,650.00
Department Total					19,965.66
INWOOD SEWER SYSTEM					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	49.76
Department Total					49.76
WATERWORKS SYSTEM					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	49.76
01-0830-7306	000014 HYDRO ONE NETWORKS INC.	6857-1021 HYDRO	11-01-21	11-01-21	40.01
01-0830-7432	002396 FASTENAL CANADA	ONST183336 PAINT, BLADES	11-23-21	11-23-21	140.71
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000015765 OPERATION	11-17-21	11-17-21	8,094.28
01-0830-7456	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000015726 CAPITAL PLAN & RATE STUDY	11-15-21	11-15-21	5,650.00
Department Total					13,974.76
WASTE COLLECTION					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	25963 GARBAGE COLLECTION	11-15-21	11-15-21	6,232.80
Department Total					6,232.80
ALVINSTON COMMUNITY CENTRE					
01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	NOV2021 SUNLIFE BENEFITS	11-01-21	11-01-21	1,283.05
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	97941 UNIFORMS	11-05-21	11-05-21	198.88
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	98433 UNIFORMS	11-15-21	11-15-21	198.88

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7125	002654 ANDY PAVEY	NOV2021 WORK BOOTS	11-05-21	11-05-21	175.00
01-1635-7125	002035 RON HENDERSON	NOV2021 WORKBOOTS	11-23-21	11-23-21	56.47
Account Total					629.23
01-1635-7150	000212 LEONARD MITCHELL	NOV2021 MILEAGE	11-05-21	11-05-21	74.25
01-1635-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	348014 OFFICE SUPPLIES	11-24-21	11-24-21	44.87
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	76.87
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1121 PHONE & INTERNET SERVICE	11-05-21	11-05-21	131.48
Account Total					208.35
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF 075570	WATER/SEWER	11-05-21	11-05-21	1,929.59
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF 075571	WATER/SEWER	11-05-21	11-05-21	1,291.57
Account Total					3,221.16
01-1635-7340	000112 NUTECH PEST SERVICES	10361 PEST CONTROL	11-05-21	11-05-21	47.46
01-1635-7340	000112 NUTECH PEST SERVICES	10406 PEST CONTROL	11-26-21	11-26-21	47.46
01-1635-7340	003136 NAPA GLENCOE	130-490199 OIL DRY	11-17-21	11-17-21	94.85
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	146098 GASKET	11-17-21	11-17-21	20.95
01-1635-7340	000132 A-1 SECURITY SYSTEMS	155196 SECURITY ALARMS	11-05-21	11-05-21	259.22
01-1635-7340	000132 A-1 SECURITY SYSTEMS	155198 FIRE ALARM	11-05-21	11-05-21	232.10
01-1635-7340	003029 MEGA-LAB	162142 VOMIT CLEANER	11-26-21	11-26-21	503.98
01-1635-7340	003029 MEGA-LAB	162201 BUG SPRAY, GLASS CLEANER	11-26-21	11-26-21	282.95
01-1635-7340	003416 SARNIA LIMITED RENT-ALL	493957 DEHUMIDIFIER	11-05-21	11-05-21	310.75
01-1635-7340	000325 TECHNICAL STANDARDS & SAFETY AUTHORI	6854894 LIFT INSPECTION	11-17-21	11-17-21	114.41
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	7811 DUMPSTER	11-17-21	11-17-21	237.30

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7340	002396 FASTENAL CANADA	ONST183407 FLAG, FILTERS	11-26-21	11-26-21	77.25
01-1635-7340	003417 LOVERS ATWORK OFFICE FURNITURE	Q0004052-0 MEETING ROOM TABLE	11-15-21	11-15-21	522.06
Account Total					2,750.74
01-1635-7341	000188 SARNIA CONCRETE PRODUCTS	IN53820 CONCRETE	11-05-21	11-05-21	367.61
01-1635-7372	002214 GERBER ELECTRIC LTD	00025574 DEHUMIDIFIER	11-05-21	11-05-21	446.35
01-1635-7372	000279 BMO BANK OF MONTREAL	0502677-2111 NET CUSHIONS	11-23-21	11-23-21	396.21
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	169582 CALCIUM CHLORIDE	11-17-21	11-17-21	350.19
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	360980 CALCIUM CHLORIDE	11-17-21	11-17-21	350.19
01-1635-7372	002206 HARDY SERVICE	37085 DIAGNOSIS OF OLYMPIA	11-17-21	11-17-21	422.80
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	464132 CALCIUM CHLORIDE	11-17-21	11-17-21	1,050.56
01-1635-7372	003344 HOLLAND CLEANING SOLUTIONS LTD.	555243 BATTERIES, SCRUBBER	11-05-21	11-05-21	723.20
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	69105 CALCIUM, SAND	11-17-21	11-17-21	720.69
01-1635-7372	003419 MSA SAFETY SALES	962098748 CO DETECTORS	11-17-21	11-17-21	1,225.48
01-1635-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT54012 HOSE	11-05-21	11-05-21	120.27
01-1635-7372	000177 NELLA CUTLERY	IN2413950 BLADE SHARPENING	11-26-21	11-26-21	67.80
01-1635-7372	000177 NELLA CUTLERY	IN2414977 BLADE SHARPENING	11-17-21	11-17-21	67.80
01-1635-7372	000042 ADVANTAGE FARM EQUIPMENT LTD.	J92619 FILTER FOR 1635	11-26-21	11-26-21	228.44
01-1635-7372	000187 NORMA HILLS	NOV2021 SWITCH, FILTER	11-05-21	11-05-21	98.95
01-1635-7372	002396 FASTENAL CANADA	ONST182880 FANS, FILTERS	11-05-21	11-05-21	903.50
01-1635-7372	002396 FASTENAL CANADA	ONST182941 FILTERS	11-05-21	11-05-21	89.82
Account Total					7,262.25
01-1635-7399	000279 BMO BANK OF MONTREAL	0502677-2111 GETWELL	11-23-21	11-23-21	50.00
01-1635-7399	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	10.28

2021.11.18 8.0 9759

MUNICIPALITY OF BROOKE-ALVINST

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Accounts Payable

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					60.28
Department Total					15,901.79
ALVINSTON LIBRARY					
01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	075504 WATER/SEWER	11-05-21	11-05-21	165.24
01-1641-7340	000019 LONDON FIRE EQUIPMENT LTD.	A122997 MAINTENANCE	11-17-21	11-17-21	144.08
Department Total					309.32
INWOOD LIBRARY					
01-1642-7340	000019 LONDON FIRE EQUIPMENT LTD.	A122999 MAINTENANCE	11-17-21	11-17-21	166.39
Department Total					166.39
PLANNING & ZONING					
01-1810-7305	002572 JANET DENKERS	NOV2021-Petty-Cash PETTY CASH	11-26-21	11-26-21	10.96
01-1810-7430	000113 R DOBBIN ENGINEERING INC	203.21 PRAY DRAIN APPORTIONMENT FEES	11-15-21	11-15-21	535.62
01-1810-7430	000113 R DOBBIN ENGINEERING INC	204-21 APP FEES-DURHAM CR-12 CONC OUT	11-15-21	11-15-21	806.82
01-1810-7430	000113 R DOBBIN ENGINEERING INC	209-21 APP FEES-MOFFAT LUCAS & ML #2	11-15-21	11-15-21	942.42
01-1810-7430	002078 WALLACE B LANG	W21-253 SITE PLAN LEGALS	11-15-21	11-15-21	835.84
Account Total					3,120.70
Department Total					3,131.66
COMMERCIAL & INDUSTRIAL					
01-1820-7399	003217 MUN OF BROOKE-ALVINSTON - EFT	075624 WATER TOWER & FLOWERS	11-15-21	11-15-21	51.26
01-1820-7399	000187 NORMA HILLS	151-3447-0 CHRISTMAS LIGHTS	11-26-21	11-26-21	395.43
Account Total					446.69
Department Total					446.69
AGRICULTURE & REFORESTATION					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	201.21 DRAINAGE SUPERINTENDENT	11-15-21	11-15-21	1,722.12
Department Total					1,722.12
ADMINISTRATION					

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12-06-21

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-0250-8050	002215 KEYSTONE TECHNOLOGIES LTD.	19079 NEW SERVER DELL POWER EDGE 440	11-17-21	11-17-21	16,065.85
Department Total					16,065.85
SHILOH LINE RECONSTRUCTION					
20-0512-7301	003379 BLACK CREEK ENGINEERING INC.	085-2021 ENGINEER	11-23-21	11-23-21	5,517.11
20-0512-7301	003071 COPE CONSTRUCTION AND CONTRACTING II	2017-5 SHILOH LINE	11-23-21	11-23-21	503,854.03
20-0512-7301	003316 WOOD ENVIRONMENTAL & INFRASTRUCTURE	GS10727 TESTING	11-05-21	11-05-21	297.47
20-0512-7301	002078 WALLACE B LANG	W21-284 DEBENTURE LEGAL FEES	11-15-21	11-15-21	339.00
Account Total					510,007.61
Department Total					510,007.61
ALVINSTON ROADS/STORM SEWERS					
20-0515-7401	003071 COPE CONSTRUCTION AND CONTRACTING II	97970 ASPHALT NAUVOO, LORNE, ELGIN S	11-05-21	11-05-21	73,021.67
Department Total					73,021.67
SIDEWALKS					
20-0552-7301	000065 WANSTEAD FARMERS CO-OP CO. LTD.	200009475 GRASS SEED	11-17-21	11-17-21	168.09
Department Total					168.09
COMMUNITY CENTRE					
20-1635-8015	002312 JIM MIHALIK FLOORING & INSTALLATION	NOV2021 UPPER FLOORING	11-17-21	11-17-21	21,289.72
Department Total					21,289.72
MUNICIPAL DRAINS - MAINTENANCE					
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	674 EDGAR DRAIN	11-15-21	11-15-21	8,362.20
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	677 MCNALLY DRAIN	11-23-21	11-23-21	28,283.33
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	678 8-9 CONCESSION DRAIN	11-23-21	11-23-21	2,770.19
20-2900-7401	002840 JLH EXCAVATING INC.	E11376 SMITH DRAIN	11-23-21	11-23-21	18,544.13
20-2900-7401	000044 TOWNSHIP OF ENNISKILLEN	IVC04172 DRAINS	11-26-21	11-26-21	4,088.40
20-2900-7401	000044 TOWNSHIP OF ENNISKILLEN	IVC04172 DRAINS	11-26-21	11-26-21	1,577.28
Account Total					63,625.53

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Total	63,625.53
Total Paid Invoices	874,416.65
Total Unpaid Invoices	0.00
Total Invoices	874,416.65

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Summary

01-0000	ASSETS & LIABILITIES	14,090.71
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	1,532.00
01-0241	COUNCIL SUPPORT	1,189.75
01-0250	CORPORATE MANAGEMENT	7,376.71
01-0410	FIRE SERVICES	35.80
01-0411	FIRE STATION - ALVINSTON	2,262.03
01-0420	POLICE	33,241.75
01-0440	PROTECTIVE INSPECTION & CONTROL	3,513.66
01-0450	EMERGENCY MEASURES	62.84
01-0501	RP - PATCHING COLD/HOT MIX	979.71
01-0516	RUP - GRAVEL PATCH	20,487.96
01-0531	RB/C - CULVERT R & M	4,819.73
01-0546	RT&M - LINE PAINTING	2,575.60
01-0549	RT&M - LITTER/GARBAGE PICKUP	135.95
01-0551	RT&M - INTERSECTION LIGHTING	19.98
01-0554	RT&M - DRAINAGE	4,883.56
01-0560	OVERHEAD	14,329.00
01-0601	06 STERLING PSD	5,252.52
01-0603	11 INTERNATIONAL	2,776.03
01-0604	18 WESTERN STAR	1,305.97
01-0610	97 CAT GRADER	1,783.56
01-0611	21 - CAT 150-15AWD GRADER	1,155.36
01-0620	17 FORD 4X4 Diesel	283.85
01-0621	21 Dodge RAM 4 x 4 pickup	351.05
01-0622	19 FORD 4x4 PICKUP	347.28
01-0630	DEERE TRACTOR LOADER	233.02
01-0631	CAT BACKHOE	766.14
01-0634	SMALL ENGINE EQUIPMENT	1,596.80
01-0635	BUSHOG	518.63
01-0636	PACKER & ROLLER	10.36
01-0637	SWEEPER	296.17
01-0752	STREET LIGHTING - INWOOD	548.75
01-0810	SANITARY SEWER SYSTEM	19,965.66
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	13,974.76
01-0840	WASTE COLLECTION	6,232.80
01-1635	ALVINSTON COMMUNITY CENTRE	15,901.79
01-1641	ALVINSTON LIBRARY	309.32
01-1642	INWOOD LIBRARY	166.39
01-1810	PLANNING & ZONING	3,131.66
01-1820	COMMERCIAL & INDUSTRIAL	446.69

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Invoice Entry Date 11-01-21 to 11-30-21 Paid Invoices Cheque Date 11-01-21 to 11-30-21

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
		01-1840 AGRICULTURE & REFORESTATION			1,722.12
		20-0250 ADMINISTRATION			16,065.85
		20-0512 SHILOH LINE RECONSTRUCTION			510,007.61
		20-0515 ALVINSTON ROADS/STORM SEWERS			73,021.67
		20-0552 SIDEWALKS			168.09
		20-1635 COMMUNITY CENTRE			21,289.72
		20-2900 MUNICIPAL DRAINS - MAINTENANCE			63,625.53
				Report Total	874,416.65



MUNICIPALITY OF BROOKE-ALVINSTON

DRAINAGE SUPERINTENDENT STAFF REPORT

To: Brooke-Alvinston Mayor, Clerk, and Council

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

RE: Drainage Superintendent Report

New Drainage Requests:

1. McNeil Douglass Drain

- Section 74 Maintenance Request
- Archie McEachern requested that the municipal tile drain is plugged at his fence line

Recommendations: (1) Council to accept the request under Section 74 and give the Drainage Superintendent the powers to act (2) approve KT Excavating to complete repairs based on hourly rates.

Tender Awards:

1. Government No.1 Drain / Kelly Drain / Orange Drain No.1

- Location: Lots 4-6, Concessions 2-4
- Work: Brushing and bottom cleanout
- Status:
 - All drain approvals have been received
 - Tender closed on December 2, 2021

Recommendations: (1) Council to award the tender for all drainage works to GM Construction in the amount of \$50,511.18 including HST.

2. 9-10 Sideroad Drain / Totten Drain

- Location: Lot 10-12, Concession 8
- Work: Brushing, bottom cleanout, and culvert replacements
- Status:
 - All Drain Approvals Received
 - Tender closed December 2, 2021

Recommendations: (1) Council to award the tender for all drainage works to Bruce Poland and Sons in the amount of \$77,843.11 including HST.

Work to be Tender / Receive Approvals

Cook Drain

- Location: East of Forest Road
- Landowner: Bud Kelly
- Work: Brushing, bottom cleanout, auxiliary tile repairs
- Status:
 - Onsite Meeting was held on August 24, 2021
 - Tender drain work for completion in 2022

Maintenance

Contractor – Bruce Poland and Sons:

Totten Drain

- Section 74 Maintenance Request
- Location: Lots 10-12, Concession 8
- Landowner: Dave McKellar / Ray McGugan
- Work: Brushed, bottom cleanout, culvert replacements
- Status:
 - Onsite meeting held on November 2, 2021
 - Drain approvals received
 - Tender closed December 2, 2021

9-10 Sideroad Drain

- Section 74 Maintenance Request
- Location: Lots 10, Concession 8
- Landowner: Dave McKellar
- Work: Culvert replacement
- Status:
 - Onsite meeting held on November 2, 2021
 - Drain approvals received
 - Tender closed December 2, 2021

14th Concession Drain

- Location: Lots 1-6, Concession 14
- Landowner: Tom Shea / Doug Thrower
- Work: Brushing, bottom cleanout, and culvert replacement
- Status:
 - Drain approvals received
 - Tender closed October 7, 2021
 - Council awarded the project to Bruce Poland and Sons
 - Work to be completed December 2021 – January 2022, weather permitting

McNeil Drain

- Location: Lot 14/15, Concession 7
- Landowner: Adam McKellar
- Work: Brushing, bottom cleanout, erosion protection, tile repairs and tile cleaning
- Status:
 - Drain approvals received
 - Tender closed October 7, 2021
 - Council to award the project to Bruce Poland and Sons
 - Work to be completed winter 2022, weather permitting

Edgar Drain No.1 / Edgar Drain Branch

- Location: Between Hardy Creek Road and Churchill Line
- Landowner: Steve Saunders
- Work: Brushing, cleanout, and culvert replacement
- Status:
 - Drain approvals received
 - Tender closed on April 15, 2021
 - Council awarded the project to Bruce Poland and Sons
 - Brushing, bottom cleanout and culvert replacement completed
 - Levelling to be completed spring 2022

Benner Duffy Drain

- Location: Lots 17-18, Concession 5
- Landowner: Dave McKellar
- Work: Brushing and bottom cleanout
- Status:
 - Drain approvals received
 - Tender closed on May 20, 2021
 - Council awarded the project to Bruce Poland and Sons
 - Brushing and bottom cleanout completed
 - Levelling to be completed spring 2022

MacDougall Drain

- Location: Lots 7-9, Concession 5
- Landowner: Doug MacDougall
- Work: Brushing and bottom cleanout
- Status:
 - Drain approvals received
 - Tender closed on June 3, 2021
 - Council awarded the project to Bruce Poland and Sons
 - Brushing and bottom cleanout completed
 - Levelling to be completed spring 2022

4-5 Concession Road Drain

- Location: Lots 7-9, Concession 5
- Landowner: Doug MacDougall
- Work: Brushing and bottom cleanout
- Status:
 - Drain approvals received
 - Tender closed on June 3, 2021
 - Council awarded the project to Bruce Poland and Sons
 - Brushing and bottom cleanout completed
 - Levelling to be completed spring 2022

McNally Drain / Munro Drain

- Location: Lot 1-3, Concession 9
- Landowner: Adam Johnston
- Work: Culvert replacement, culvert repairs, brushing, and bottom cleanout
- Status:
 - Drain approvals received
 - Onsite meeting was held on June 29, 2021
 - Tender drain closed on September 16, 2021
 - Council award the project to Bruce Poland and Sons
 - Brushing, bottom cleanout, and culvert replacement completed
 - Levelling and culvert repair to be completed spring 2022

Contractor – JLH Excavating:

Parker Lucas Drain

- Location: Lots 5-9, Concession 13
- Landowner: Tom Shea / Dale Thorne
- Work: Brushing, bottom cleanout, and culvert replacement
- Status:
 - Council awarded the project to JLH Excavating
 - Brushing, cleanout and culvert replacements completed
 - Levelling to be completed as soon as possible, weather permitting

Smith Drain

- Location: Lot 13, Concession 6
- Landowner: Ben Opthuf
- Work: Brushing, bottom cleanout, and culvert replacement
- Status:
 - Council awarded the project to JLH Excavating
 - Culvert work completed

- Brushing and bottom cleanout completed
- Levelling to be completed in Spring 2022 along with the top row of blocks for the culvert replacement endwalls

Contractor – GM Construction:

Zavitz Campbell Drain No.2

- Location: Lots 13-15, Concession 8
- Landowner: Jim Gilroy
- Work: Brushing, bottom cleanout, tile repairs and catchbasin repairs
- Status:
 - Onsite Meeting was held on September 27, 2021
 - Drain approvals received
 - Tender closed November 4, 2021
 - Council awarded the project to GM Construction

Government Drain No.1

- Location: Along Inwood Road between Courtright Line and Campbell Line
- Landowner: Council request via the Orange Drain No.1
- Work: Brushing and bottom cleanout
- Status:
 - Onsite Meeting was held on July 13, 2021
 - Drain approvals received
 - Tender closed December 2, 2021

Kelly Drain

- Location: East of Inwood Road
- Landowner: Bud Kelly
- Work: Brushing and bottom cleanout
- Status:
 - Onsite Meeting was held on August 24, 2021
 - Drain approvals received
 - Tender closed December 2, 2021

Orange Drain No.2

- Location: East of Inwood Road
- Landowner: Dave Munro
- Work: Brushing and bottom cleanout
- Status:
 - Onsite Meeting was held on November 2, 2021
 - Drain approvals received
 - Tender closed December 2, 2021

DRAINAGE REPORTS – CONSTRUCTION / IMPROVEMENTS

Steadman Drain No.1

- Section 4 Report – Roger Buurma
 - Drain enclosure
 - Currently with the SCRCA for review
 - Additional Onsite Meeting was held on November 17, 2020
- Section 4 Petition – Don McGugan
 - A private tile drain to be made a municipal drain and improved in Lot 16, Concession 9, west side of Nauvoo Road
- Conservation Authority approved the proposal
- Permit applications submitted to SCRCA and Fisheries and Oceans Canada
- All drain approvals have been received
- Report was filed with the Municipality

Hasting Drain

- Section 78 Report
- Request to realign or enclose channel in W1/2 Lot 23, Concession 12
- Survey complete
- Preliminary drafting and profiles complete
- Proposal sent to SCRCA and still waiting for approval

Logan Drain Branches – 5

- Section 78 Report
- Tile drain replacement project
- COR – May 27/21
- Construction to be completed in 2022

Ruth Drain

- Section 78 Report
- Tile drain replacement
- COR – May 27/21
- Construction to be completed in 2022

Bourne Drain

- Section 78 Report
- Culvert replacement
- Survey complete
- Draft Report going through internal review

Johnson Drain

- Section 78 Report
- Culvert Replacement
- Culvert had to be replaced under an Emergency Designation Sec.124
 - This work was completed by JLH Excavating
- Draft Report going through internal review

Edgar Podolinsky Drain

- Section 4 Report
- Report in progress

Edgar Drain Branch

- Section 78 Report
- Drain enclosure
- Onsite Meeting was held on November 26, 2020
- Report in progress

McEachren Drain

- Section 78 Report
- Emergency culvert work under Section 124 of the Drainage Act
- Culvert work completed
- Onsite Meeting was held on November 17, 2020
- Additional work was discussed in having all culverts inspected for replacement and the drain requires brushing and bottom cleanout
- New drain profile required
- Survey, culvert inspections, and report in progress

Thompson Drain

- Section 78 Report
- Culvert Replacement on Hardy Creek Road
- Onsite Meeting held on November 17, 2020
- New profile for drain along Hardy Creek Road as a cleanout / brushing was asked at the Onsite Meeting
- Survey complete
- Report in progress

Campbell Leitch Drain

- Section 78 Report
- Low-level crossing replacement
- New low-level crossing in Adelaide Metcalf section of the drain
- Onsite Meeting held on November 26, 2020
- Survey completed
- Report in progress

Johnston-Symington Drain

- Section 78 Improvement Request
- Location: Lot 1, Concession 14 & Gore Concession
- Request received from Ms. Jo-Anne Symington to replace an access culvert
- Council accepted the request under section 78 and appointed R. Dobbin Engineering
- Culvert was replaced under an Emergency Designation Sec. 124 by Bruce Poland and Sons
- Onsite meeting held on June 22, 2021
- Additional work to include a new profile for cleanout and culvert replacement
- Report filed with the Municipality

Parker Lucas Drain & Acton Drain

- Section 4 Petition
- Location: At Little Ireland Road
- Petition received from Shea Farms Limited
- Council accepted the request under section 4 and appointed R. Dobbin Engineering
- Onsite meeting was held on September 27, 2021
- Drainage area to be surveyed when crops come off and proposals for possible solutions to be presented to the affected landowners through a Scoping Report

Zavitz Campbell Drain

- Section 78 Improvement
- Location: Lots 13-15, Concession 8
- Request received from Jim Gilroy
- Council accepted the request under section 78 and appointed R. Dobbin Engineering
- Onsite meeting was held on September 27, 2021
- Landowners in attendance requested for the tile not to be replaced at this time, but instead to replace catchbasins along the length of the drain and add a berm to each on as required under maintenance
- Landowners wish to have catchbasin put on line and made bigger as an attempt to solve the problem
- If this does not work then the tile is to be twined under a new engineer's report

6-7 Sideroad Drain / Government No.1 Drain

- Section 78 Improvement
- At the site meeting for maintenance of the Government No.1 Drain landowners requested that the Government Drain No.1 be extended to a sufficient outlet east of Sutorville Road
- The area was inspected by the Drainage Superintendent and some landowners that were in attendance. The drain east of Sutorville requires brushing, bottom cleanout and bank stabilization
- As both the 6-7 Sideroad Drain and the Government Drain No.1 ends at Sutorville Rd and Campbell Line, in order to complete the necessary work the drain needs to be extended downstream as far as require to obtain sufficient outlet
- Council accepted the request under Section 78 and appointed R. Dobbin Engineering
- Onsite meeting was held on September 27, 2021
- Plan is to extend the Government No.1 Drain downstream to a sufficient outlet in order to complete maintenance work on the channel

Benner Duffy Drain

- Section 78 Improvement
- Culvert Replacement on Courtright Line
- Council accepted the request under Section 78 and appointed R. Dobbin Engineering
- Onsite Meeting held on September 27, 2021
- Report in progress

MacDougall Drain

- Section 78 Improvement Request
- Location: Lot 7, Concession 5
- Carl Martin has requested a culvert replacement
- Current drainage report does not contain information to deal with culverts, therefore a new report is required
- The culvert has failed and needs to be replaced under emergency designation
- Emergency designation was received and the culvert was replaced by Bruce Poland and Sons
- Onsite meeting to be arranged

For Information:

Work on the following projects is completed:

1. **McNally Drain** – Brushing, bottom cleanout and culvert replacement completed by Bruce Poland and Sons under maintenance.
2. **MacDougall Drain** – Emergency culvert replacement completed by Bruce Poland and Sons under Section 124.
3. **Smith Drain** – Brushing and bottom cleanout completed by JLH Excavating under maintenance.
4. **Vandamme Drain** – Catchbasin replacement and erosion protection completed by KT Excavating under maintenance.
5. **8-9 Concession Drain** – Culvert endwall repairs completed by Bruce Poland and Sons under maintenance.



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

December 3, 2021

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

Re: 9-10 Sideroad Drain & Totten Drain Maintenance

Five (5) sealed tenders for the 9-10 Sideroad Drain and Totten Drain Maintenance were received and opened on December 2, 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):

	Submitted	Corrected
• Bruce Poland and Sons	\$70,613.62	\$77,843.11
• GM Construction	\$93,300.11	
• McNally Excavating	\$107,999.96	
• JLH Excavating	\$115,113.78	
• VanBree Drainage and Bulldozing	\$130,092.15	

Based on this review, the bid from **Bruce Poland and Sons** in the amount of **\$77,843.11** is the lowest price tendered and meets all of the requirements stipulated in tender documents. Therefore, I recommend that the tender be awarded to Bruce Poland and Sons for the 9-10 Sideroad Drain and Totten Drain Maintenance project.

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

**ZONING BY-LAW NUMBER xx OF 2021
(Being a By-law to amend By-law 9 of 2013)**

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston passed a comprehensive Zoning By-law 9 of 2013 on the 28th day of February 2013; and

WHEREAS the Council deems it desirable to make certain amendments to its comprehensive Zoning By-law;

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

1. Schedule "A", attached, is hereby declared to form part of this By-law.
2. Schedule "A" to By-law 9 of 2013 is hereby amended by changing the zone symbol that applies to those lands indicated on Schedule "A" to this By-law from the "Agricultural (A1) Zone" to the "No-Dwelling Agricultural (ND-A) Zone".
3. This By-law shall come into force and effect pursuant to Sections 34 (21) or Section 34 (30) of the Planning R.S.O. 1990.

Read a first, second and third time and finally passed this 9th day of December 2021

Mayor

Clerk-Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON**ZONING BY-LAW NUMBER xx OF 2021****Explanatory Note**

The purpose of this By-law is to rezone a portion of lands described as Concession 4, Part Lot 10 in the Municipality of Brooke-Alvinston and municipally known as 7183 Courtright Line from the "Agriculture 1 (A1) Zone" to the "No-Dwelling Agricultural (ND-A) Zone".

The ND-A Zone prohibits the erection of a dwelling and would apply to the farmland retained as a result of a severance granted by the Municipality of Brooke-Alvinston Committee of Adjustment by Application B-009/21 to sever a surplus farm dwelling.

This Zoning By-law amendment is required as a condition of the Committee's approval of the severance. The Provincial Policy Statement (PPS) allows a surplus farm dwelling to be severed provided a new house is prohibited on the retained farm parcel in perpetuity. A rezoning of this nature is the only means that has been identified to enforce this requirement of the PPS.

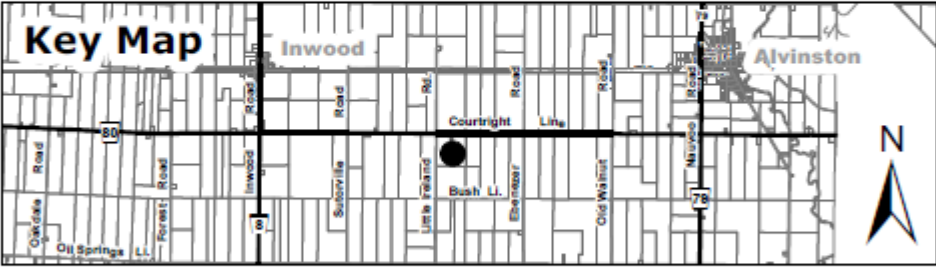
The severed residential lot will remain in the "Agriculture (A1) Zone", which permits dwellings, such as the existing house.

Schedule "A" show more particularly the lands affected.

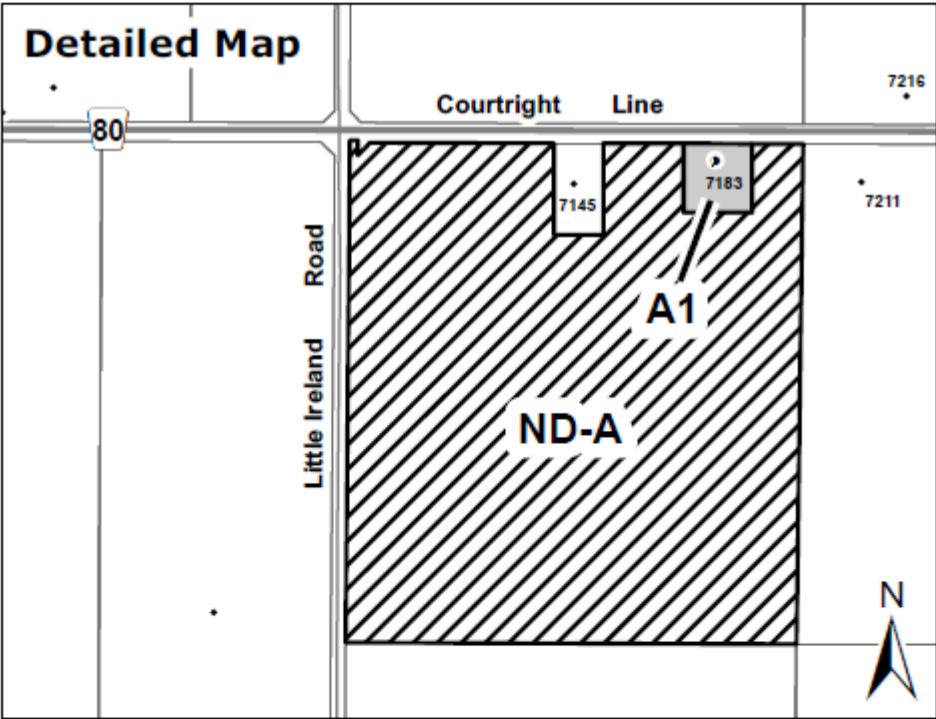
Municipality of Brooke-Alvinston
SCHEDULE "A"
to By-law No. _____
Dated this _____ Day of _____, 2021

Signed: _____
David Ferguson, Mayor

Janet Denkers, Clerk-Administrator



● Subject Property



Applicant: Jim and Beth Lucan

Location: BROOKE CON 4 PT N1/2 Lot 10,
geographic Township of Brooke
7183 Courtwright Line, Municipality of Brooke-Alvinston

File: _____

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx of 2021

A By-law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property and to promote economic stability and a disaster-resilient community.

WHEREAS the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program – The Emergency Management & Civil Protection Act, 1990.

AND WHEREAS, this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation / prevention, preparedness, response and recovery; and also makes provision for the municipality and Council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster resilient community.

AND WHEREAS, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his / her absence or his / her inability to act;

AND WHEREAS, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE, be it resolved:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Measures Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;
4. That By-law 67 of 2016 is hereby repealed;
5. That the Emergency Management Program response plan attached hereto as Schedule "A" of this By-law is hereby adopted.

Read a first, second and third time and finally passed this 9th day of December 2021

David Ferguson, Mayor

Janet Denkers, Clerk Administrator